

OFFICE OF THE DISTRICT JUDGE, DHENKANAL

Draft advertisement No. 01 dated the 3rd day of March, 2021

1. Applications in the prescribed format are invited from eligible candidates for selection/appointment of Ministerial staff i.e. Bench Clerk Grade-I, Senior Stenographer, Senior Clerk, Junior Clerk, Junior Typist and Peon (Group-D) purely on ad-hoc and temporary (Contractual) under "*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 and time for receipt of application:- 19.03.2021 at 5.00 P.M

3. TERMS AND CONDITIONS OF APPOINTMENT:

- i) The appointment of retired ministerial staff and Group-D employees made under the scheme shall be on purely on contractual basis.
- ii) The appointment of ministerial staff and Group -D employees shall be made initially for a period of one year which may further be extended from time to time till the concerned retired staff attaining the 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 retired staff during their tenure of appointment shall be under the administrative and disciplinary control of the District Judge of the Judgeship of Dhenkanal.

4. ELIGIBILITY CONDITION:

- (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 voluntarily retirement after initiation of Departmental Enquiry against them shall not be eligible to be considered for such ad-hoc appointment.

5 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. He/She shall also be entitled to all other regular allowances admissible to in-service staff of the respective cadres.

6 Attendance & Leave:

1. 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;
2. They are not entitled to any other kind of leave during the period of appointment;
3. Proportionate reduction of pay and allowances shall be made for unauthorized absence, so also for absence beyond permissible period of leave.

7 No. of Vacancies:-

a) Bench Clerk Grade-I	-	1 (One)
b) Senior Stenographer	-	1 (One)
c) Senior Clerk	-	1 (One)
d) Junior Clerk	-	2 (Two)
e) Senior Typist	-	1 (One)
f) Peon (Group-D)	-	1 (One)

8 GENERAL:

- (1) Applications, complete in all respects, must be addressed to the Office of the District Judge, Dhenkanal and reach in the office of the Registrar, Civil Courts, Dhenkanal-759001 by on during the office hours on all working days either by hand or by post or in the drop box kept in the Civil Court premises.
- (2) Incomplete and/or defective applications and applications received after due date shall be summarily rejected. No correspondence in this regard shall be entertained.
- (3) Envelope containing application must be inscribed "**Appointment of Ad-hoc** (the post applied for)."
- (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) List of eligible applicants shall be published in the Court's Website (<https://districts.ecourts.gov.in/dhenkanal/>) Notice Board.
- (6) Canvassing in any form will be a disqualification.
- (7) No T.A/D.A will be allowed to the candidate to appear the interview.

9 **The applicant shall annex the following documents along with the application:**

1. Self-attested certificate in support of date of birth;
2. Self-attested document (PPO) in support of superannuation/voluntary retirement;
3. Medical fitness certificate from a registered Medical Practitioner;
4. 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.
5. To submit an undertaking to work in any post available in the cadre of Group-C.
6. Self attested Xerox copies of first and last page of the service Book showing his/her service of record and also record of retirement so also Xerox copy of 1st and last page of PPO or copy of order of provisional pension etc.
7. Two self attested pass port size photographs.

Date: 03.03.2021

Place: Dhenkanal

Sd/-

District Judge-cum-Chairman
District Recruitment Committee, Dhenkanal

OFFICE OF THE DISTRICT JUDGE, DHENKANAL

ADVERTISEMENT No.-1

Dated, Dhenkanal the 3rd March, 2021

Applications in the prescribed format are invited from retired ministerial staff and Group-D employees on or before 19.03.2021 by 5 PM for selection/appointment for the posts of Bench Clerk Grade-I -1 (One), Senior Stenographer-1 (One), Senior Clerk-1 (One), Junior Clerk -2 (Two), Senior Typist-1 (One) and Peon (Group-D)-1 (One) purely on ad-hoc and temporary (Contractual) for the Fast Track Special Court (POCSO), Dhenkanal initially for a period of one year which may further be extended from time to time till he/ she attains the age of 70 years of age or till continuance of the scheme whichever is earlier. List of eligible applicants shall be published in the Court's Website (<https://districts.ecourts.gov.in/dhenkanal/Notice>) Board. Details of Advertisement, Application Form, eligibility criteria, etc. are also available in the District Court, Dhenkanal website <http://ecourts.gov.in/india/Odisha/dhenkanal/recruitment>.

Sd/-

District Judge-cum-Chairman
District Recruitment Committee, Dhenkanal

F O R M A T

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 enclosed)

5. Age as on : Years _____ Months _____ Days _____

6. Date of Superannuation/
Voluntary retirement. :
(Enclose the copy of PPO)

7. List of documents attached : 1)
2)
3)
4)
5)

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