

# OFFICE OF THE DISTRICT JUDGE, JAJPUR

Advertisement No. **03**, Dated the 7<sup>th</sup> day of April, 2021

i. Applications in prescribed format are invited (Online/Offline) from retired Judicial staff for appointment of Ministerial Staff i.e. Stenographer Grade-I and Junior Clerk purely on ad-hoc and temporary (contractual) basis 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:-**

26.04.2021 at 01.00 P.M (Online (through email) & Offline)

iii. **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 01.04.2021.
- (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.

iv. **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.

v. **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.

**vi. No. of Vacancies:-**

Stenographer Grade-I-	1 (one)
Junior Clerk-	1 (one)

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

- Self-attested certificate in support of date of birth;
- Self-attested document (PPO) in support of superannuation/voluntary retirement;
- Medical fitness certificate from a registered Medical Practitioner;
- 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.

**viii. General:-**

- Applications, complete in all respects, must reach in the Office of the **Registrar, Civil Courts, Jajpur-755001** by **01.00 PM of 26.04.2021** during the office hours on all working days either in person in the drop box kept in the office or by post. Online application (email) with scanned copies of documents may be sent through the official email ID- **dj.jajpur-od@gov.in**.
- Incomplete and/or defective applications and applications received after due time and date shall be summarily rejected. No correspondence in this regard shall be entertained.
- Envelope containing application must be inscribed "**Application for the post of \_\_\_\_\_**".
- The candidates must be physically fit and shall be required to produce fitness certificate from a registered medical practitioner along with the application.
- Canvassing in any form will be a disqualification.

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

**29.04.2021 at 09.30 A.M**

**In the Chamber of the District Judge, Jajpur**

**(Candidates are advised to bring the original of the documents as mentioned with them)**

**N.B:** No TA/DA shall be paid for attending the interview.

Date: 07.04.2021

Place: Jajpur

**Sd/- 07.04.2021**

District Judge, Jajpur

## **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 enclosed)
5. Age as on **01.04.2021** : 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