

**OFFICE OF THE DISTRICT JUDGE, CUTTACK**  
**ADVERTISEMENT**

Applications in the prescribed format are invited from the Retired Ministerial Staff and Group-D employees for selection/appointment in the following posts, 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" initially for a period of 01 year which may further be extended from time to time till he/she attains 70 years of age or till continuance of the Scheme, whichever is earlier.

The desirous retired employees having good service record and fulfilling other eligibility criteria as detailed below may apply.

**Last date of receipt of applications: 15. 03.2021 5PM**

**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.

**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.

**Number of Vacancies:**

Bench Clerk Grade-I,	01 post
Stenographer Grade-I,	01 post
Senior Clerk,	01 post
Senior Typist,	01 post
Junior Clerk (Computer Knowing),	02 posts
Peon/orderly	01 post

**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.

**Date and Time of Interview-** 19.03.2021 at 4.00 PM

**Venue of Interview-** Chamber of the District Judge, Cuttack

**The applicant shall annex the following documents along with the filled in application in the prescribed format:**

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. Service Book / All documents including to the past service

**GENERAL:**

1. Applications, complete in all respects, must reach in the Office of the **Registrar, Civil Courts, Cuttack by 5.00 PM 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 shall be summarily rejected. No correspondence in this regard shall be entertained.
3. Envelope containing application must be inscribed "**Application for the post of \_\_\_\_\_**".
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 be a disqualification.

No TA/DA will be paid to the candidates for attending the interview. The decision of the District Judge as to result of the Interview shall be final and in no case shall liable to be challenged. Mere selection in Interview shall not confer any right upon the candidates for appointment. The Authority reserves the right to alter, modify or cancel this advertisement at any point of time.

Sd/-

District Judge -cum- Chairman,  
District Recruitment Committee, Cuttack  
Dt 01.03.2021

**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.

**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**