



## OFFICE OF THE DISTRICT JUDGE, BALASORE

### ADVERTISEMENT NO.:- 02 OF 2025

Dated, Balasore the 17<sup>th</sup> day of November, 2025

Applications in the prescribed format, given below, are invited from the intending retired ministerial staff for their engagement purely on ad hoc and temporary (contractual) basis for appointment/selection in the following posts in the Fast Track Special Courts under POCSO Act in the District of Balasore under "the Odisha Fast Track Special Courts (method of recruitment and conditions and services of the retired Judicial Officers of the cadre of District Judges and staff including in service Judicial Officer in the regular cadre of District Judge, Ministerial staff and Group-D employees) scheme, 2020", following The Odisha Gazette Notification No.1584 dtd.29<sup>th</sup> October, 2020.

Sl. No.	Categories of posts under Group- C & D to be advertised	Number of posts/vacancies
1	2	3
01	Bench Clerk Gr.-I	01
02	Senior Clerk	01
03	Junior Clerk (Computer knowing)	01
04	Peon/Orderly	01

2. LAST DATE FOR RECEIPT OF APPLICATION:- **15.12.2025 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 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 Balasore.

**4. ELIGIBILITY:-**

- (i) The appointment of ministerial staff on ad hoc basis for the post of Bench Clerk Gr.-I, Senior Clerk, Jr. Clerk & Peon (Group-D) shall be made from amongst the retired ministerial staff & Group-D employees who have retired from service on attaining the age of superannuation or on voluntarily retirement having a clean service record shall only be eligible to be considered for such appointment subject to fitness and suitability.
- (ii) The retired ministerial staff or Group-D employees must not be above the age of 70 years as on the date of advertisement i.e. on 17.11.2025.

*Provided that the retired ministerial staff or 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 under the scheme.*

**5. PAY AND ALLOWANCES:-**

- (i) A retired ministerial staff or Group-D employees 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.
- (ii) Provided that with regard to fixation of pay of a retired employee on re-engagement against the lower post than the post he/she was holding at the time of retirement and who has retired prior to 01.01.2016; the pay shall be fixed as per the prescribed remuneration structure attached to the Level in Pay Matrix in the manner as given in the following table:

Sl. No.	Pay Levels under ORSP Rules, 2017	Consolidated Remuneration (per month)
1	17	Rs.50,000/-
2	15 & 16	Rs.46,000/-
3	11, 12, 13 & 14	Rs.35,000/-
4	5, 6, 7, 8, 9 & 10	Rs.20,000/-
5	1, 2, 3 & 4	Rs.10,000/-

The above remuneration on engagement of retired Govt. servants shall exclude pension and T.I.

6. **GENERAL:**

Apart from the above, the retired ministerial staffs or Group-D employees are required to submit the application following the guidelines as enumerated below:

1. The ministerial staff or Group-D employees are required to submit his/her application duly filled in and signed by him/her in his/her own handwritings furnishing the required particulars as per the prescribed format.
2. The intending retired ministerial staff or Group-D employees are required to furnish the 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 1<sup>st</sup> & last page of PPO or copy of order of provisional pension etc. along with his/her application.
3. The retired ministerial staff or Group-D employees shall furnish the medical certificate showing his/her fitness or his/her good health from a registered Govt. practitioner or Govt. medical practitioner as the case may be at the time of submission of application.
4. The intending retired ministerial staff or Group-D employees shall furnish two self attested passport size photographs to be affixed in appropriate place in the application form.
5. No T.A./D.A. will be allowed to the candidates to appear the interview.
6. Applications complete in all respect, must be addressed to the District & Sessions Judge, Balasore only by registered post or speed post, so as to reach this office on or before **15.12.2025 at 5.00 P.M.** positively. **The applications received beyond that date & time shall be summarily rejected.**
7. Incomplete or defective applications and applications received after due date shall be summarily rejected. No correspondence in this regard shall be entertained.

8. Envelope containing application must be inscribed "**Application for the post of \_\_\_\_\_ in the Fast Track Special Court of the Judgeship of Balasore**".
9. Canvassing in any form will be a disqualification.
10. The undersigned reserves the right to accept or reject any application without assigning any reason thereof.
11. The decision of the District Judge, Balasore, with regard to engagement of retired ministerial staff or Group-D employees shall be final.

**7. ATTENDANCE & LEAVE:**

1. A retired Ministerial staff and Group-D employees 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.

**Sd/-  
District Judge,  
Balasore**

Memo No. 8085 /dtd. 17.11.2025

Copy forwarded to :-

1. All Civil & Criminal Courts of this Judgeship,
2. the Judge-in-charge Process Establishment, District Court, Balasore,
3. the Collector & District Magistrate, Balasore,
4. the Supdt. of Police, Balasore,
5. the Sub-Collector, Balasore/Nilgiri,
6. the SDPRO, Sub-Collector Office, Balasore  
for information and necessary action. They are requested to publish the advertisement in the office notice board for wide publication.
7. the Notice Board of Dist. Court, Balasore for wide publication.
8. the D.I.O., N.I.C., Balasore for information & necessary action. He is requested to take steps for uploading the advertisement in the Website of the NIC, Balasore immediately for wide publication.
9. the System Officer, Dist. Court, Balasore for information & necessary action. He is directed to take steps for uploading the advertisement in the Website of the District Court, Balasore immediately for wide publication.

**Registrar,  
Civil Courts, Balasore**

**APPLICATION FORM**

Application for engagement of retired ministerial staff/Group-D Employees in the  
Judgeship of Balasore.

**Application for the post of:-** \_\_\_\_\_

1. Name of the Candidate:  
(in Block Letters)
2. Father's/ Husband's Name:
3. Sex (Male/ Female):
4. Address for communication  
with Mobile No. & E-mail ID:-
5. Date of Birth:  
(Certificate in support of  
Date of Birth be enclosed.)
6. Age as on **17.11.2025** : Years: \_\_\_\_\_, Months: \_\_\_\_\_, Days: \_\_\_\_\_
7. Date of Superannuation/Voluntary retirement:
8. Name of the post he/she was holding at the time of retirement:-
9. Name of the Department that he/she  
was holding the post at the time of retirement:-
10. P.P.O. Number/Provisional pension order No. etc.:
11. Whether any disciplinary/criminal proceeding/  
vigilance case is pending/disposed of against the  
retired ministerial staff? If yes, give details.

Affix self signed  
recent colour  
passport size  
photograph.

**DECLARATION**

I do hereby solemnly affirm and state that the statement made above are  
true and correct to the best of my knowledge and belief and based on record.

Place:

Date:

Full Signature of the retired Govt. employee