OFFICE OF THE DISTRICT JUDGE, SUNDARGARH

Advertisement No.02, Dated the 6th day of May, 2026

i. Applications in prescribed format are invited from the eligible retired Ministerial Staff and Group-D employee for appointment of Sr. Clerk, Junior Typist and Junior Clerk (Computer knowing) 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 intending retired employees are to report ***before the Registrar, Civil Courts, Sundargarh to attend the Interview. (The date, time and place for interview will be informed after scrutiny of the application forms)***

iii. **Eligibility Conditions:**

(a) The Ministerial Staff and Group-D employee, 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 their appointment subject to fitness and suitability;

(b) The retired Ministerial Staff and Group-D employee must not be above the age of 70 years as on the date of advertisement;

(c) The retired Ministerial Staff and Group-D employeee, 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:**

1. 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.

2. The consolidated remuneration of retired employees re-engaged against lower post than the post held at the time of retirement may be fixed as per para-2 of FDOM No. 24533/F, dated 29.09.2022, on the basis of the pay level they were drawing pay before their retirement, instead of the pay level of the posts to which they have been re-engaged.

v. **Terms & Conditions:**

1) The appointment of Ministerial staff and Group-D employee made under the scheme shall be purely on contractual basis.

2) The appointment in respect of retired Ministerial staff and Group-D employee shall be made till 30.09.2026 which may further be extended from time to time and it shall be liable to be terminated at any time without notice.

3) The appointee retired staff during the tenure of their appointment shall be under the administrative and disciplinary control of the District Judge, Sundargarh, as the case may be.

vi. **Attendance & Leave:**

1. The Ministerial Staff and Group-D employee appointed on ad-hoc / contractual 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.

vii. **No. of Vacancies:-**

a)	Senior Clerk	-	01(One)
b)	Junior Typist	-	01(One)
c)	Jr. Clerk (Computer knowing)	-	02 (One)
d)	Peon/Orderly	-	01 (One)

viii. **Date, time and place of Interview:** **The date, time and Place for interview will be informed after scrutiny of the application forms.**

ix. **General:**

(1) Applications, complete in all respects, must be submitted to the ***Registrar, Civil Courts, Sundargarh by 21.05.2026.***

(2) 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.

(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.

x. **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. Medial fitness certificate from a registered Medical Practitioner;

4. An undertaking to that 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.

5. An undertaking to work in any post available in the cadre of Group-C

❖ The other terms & conditions regarding selection/appointment of retired Ministerial staffs and Group-D employee shall be followed the provision laid down under Para-4 of the Standard Operating Procedure vis-à-vis 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".

DISTRICT JUDGE,
SUNDARGARH

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 _____ : Years_____, Months_____, Days_____.
6. Education Qualification :
7. Date of Superannuation/ Voluntary retirement (Enclose the copy of PPO) :
8. 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

Memo No. 4517 (3) ***Date:*** 6.5.2026

Copy to the System Assistant of District Civil Court Sundargarh to upload in the District Court website.

Copy to the office Notice Board of the all stations of the Sundargarh Judgeship.

Copy to office Notice Board of the public offices of the Sundargarh District.

6.5.2026

Registrar,
Civil Courts, Sundargarh