

# OFFICE OF THE DISTRICT JUDGE, JAJPUR

Advertisement No. 01 of 2024, Dated. the 19th day of April, 2024

## **WALK-IN-INTERVIEW**

i. Applications in prescribed format along with required documents are to be invited from retired Judicial staff for appointment of Ministerial Staff i.e Junior Clerk (Computer Knowing) 1 post of FTSC and 2 posts for FTSC-II 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. Date, Time and Place of Interview:-**

**Date** 02.05.2024 & **Time** 12:30 P.M  
In the Chamber of the District Judge, Jajpur

### **iii. Eligibility Conditions:-**

- (d) The Ministerial Staff 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.
- (e) The retired Ministerial Staff must not be above the age of 70 years as on 01.04.2024.
- (f) The retired Ministerial Staff 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 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:-**

- d) The Ministerial Staff 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.
- e) They are not entitled to any other kind or leave during the period of appointment.
- f) 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:-**

**Junior Clerk (Computer Knowing)- 03** (1 post for FTSC and 2 post for FTSC-II)

**vii. The applicant shall produce the following documents along with the application duly filled in at the time of Walk-in-Interview.**

- f) Original along with Self-attested certificate in support of date of birth.
- g) Original along with Self-attested document (PPO) in support of Superannuation/Voluntary retirement.
- h) Medical fitness Certificate from a registered Medical Practitioner.
- i) 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.
- j) To submit an undertaking to work in any post available in the cadre of Group-C

**N.B:** Canvassing in any form will be a disqualification.

No TA /DA shall be paid for attending the interview.

**Sd/- Dr. J. Rath  
District Judge-cum-Chairman  
DRC, 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. & Email ID :
4. Date of Birth (Certificate in support of  
date of birth be enclosed) :
5. Age as on **01.04.2024** : 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