

OFFICE OF THE DISTRICT JUDGE, KEONJHAR

Advertisement No.01 / 2026 Dated the 13th day of February 2026

- i. Applications in prescribed format are invited from the eligible retired Ministerial staff for appointment of Bench Clerk (Grade-I), Senior Stenographer, Senior Clerk and Junior Typist (one) 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, Keonjhar by 04.00 P.M. of 12.03.2026 to face the Walk-In-Interview on the same day, the time and venue of which is indicated at Clause-(vii).
- iii. Eligibility Conditions:-
 - (a) 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 their appointment subject to fitness and suitability;
 - (b) The retired Ministerial employees must not be above the age of 70 years as on the date of advertisement;
 - (c) 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:
 1. The Ministerial Staff 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.

vi.	<u>No. of Vacancies:-</u>	a)	Bench Clerk (Grade-I)	-	01(One)
		b)	Senior Stenographer	-	01(One)
		c)	Senior Clerk	-	01(One)
		e)	Junior Typist	-	01(One)

vii. **Date, time and place of Interview:-** **12.03.2026 (Thursday) at 04.00 P.M.**
In the Chamber of the District Judge,
Keonjhar.

viii. **General:-**

(1) Applications, complete in all respects, must be submitted to the **Registrar, Civil Courts, Keonjhar** by **03.00 P.M. on 12.03.2026 (Thursday)**.

(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.

ix. **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
6. Educational Qualification Certificate, Computer Certificate (at least DCA) and Typewriting certificate, if any (in case of fresh candidate).


13/2/2026
DISTRICT JUDGE,
KEONJHAR

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 12.03.2026 : 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