OFFICE OF THE S.D.J.M.-CUM-J.I.C., PROCESS ESTABLISHMENT SECTION, KHURDA

NOTICE NO. 01 / DTD. 16.11.2026

It is informed to all concerned that "**one local person is required on daily wage basis having knowledge regarding cooking, sweeping, housekeeping etc. to work in the Court of Civil Judge(Jr. Divn.)-cum-JMFC, Tangi to meet the services of Group-D employee and for post-facto approval of the Hon'ble District Judge, Khurda at Bhubaneswar.**"

The engagement is purely on temporary basis and is terminable at any time. The person so engaged shall be paid daily wages (as per Notification No.6100/LC, BBSR, dated 20.10.2020 and Notification No.2602/LC, BBSR, dated 30.04.2025 of Labour Commissioner, Odisha with respect to minimum notified wages including VDA per day) subject to revision by Govt. from time to time. The applicant shall be of age not below 18 years and not above 42 years as on 20.11.2026. The engagement will confer no right to claim for appointment on regular basis.

Candidate desirous of applying on daily wage basis shall submit his/her application in a plain paper as per the attached format with attested photocopy and documents in support of his/her age and one passport size photograph.

Candidates can submit their applications in the office of Process Establishment Section, Civil Court Complex, Khurda. The last date of receipt of application along with all requisites in this office is 19.11.2026 till 4.00 PM. The final personal interview of the shortlisted candidates will be conducted on 20.11.2026 at about 4.05PM in the Video Conference Hall of the Civil Court complex, Khurda.

Application incomplete in any respect or received beyond stipulated date and time shall be rejected.

The undersigned reserves the right to reject any application without assigning any reasons to the applicant.

Sd/-

J.I.C., Process Establishment Section,
Khurda

Memo No. 251(5) **/ Dtd.** 16.11.2026

(1) Copy to the Notice Board, District Court, Khurda / Notice Board, NGN-cum-JMFC, Tangi with a request to affix a copy of the notice at the Notice board of Tahasildar, Tangi, for wide Circulation.

(2) Copy forwarded to the Collector, Khurda for information and with a request to affix the notice in their office notice board for wide circulation of the same.

(3) Copy to the System Officer, District Court, Khurda for information with a request to upload the same in the District & Court website respectively.

(4) Copy to the JIC, Process Establishment Section, Khurda for information & necessary action.

16.11.26

SDJM-cum-JIC (PES), Civil Courts,
Khurda

DISTRICT JUDICIARY
KHURDA
ODISHA

APPLICATION FORMAT

Affix Self signed recent colour passport size photograph

1. Name of the applicant (in capital letters) :

2. Father's Name (in capital letters) :

3. Educational qualification :

4. Date of Birth :

5. Nationality :

6. Permanent address with PIN code (in capital letters) :

7. Present Address for communication with PIN code. (in capital letters) :

8. Present age (as on) :

9. Marital Status :

10. Experience if any :

11. Contact Phone No. :

Place:

Date:

Signature of Candidate