

# **OFFICE OF THE DISTRICT JUDGE, JAJPUR**

**Advertisement No. 02 of 2025, Dated. the 18<sup>th</sup> day of March, 2025**

## **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 each for FTSC and FTSC-II, Jajpur 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*" initially for a period of 01 year which may further be extended from time to time till he/she attains 70 years of age or till continuance of the Scheme whichever is earlier.

The desirous retired employees having good service record and fulfilling other eligibility criteria as detailed below may apply.

**Last date of Receipt of Application: - 25.03.2025 by 5.00 P.M**

### **ii. Date, Time and Place of Interview:-**

**Date 28.03.2025 & Time 04:30 P.M**

In the Chamber of the District Judge, Jajpur

### **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 such appointment subject to fitness and suitability.
- (b) The retired Ministerial Staff must not be above the age of 70 years as on **25.03.2025**.
- (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 she/ he was drawing at the time of retirement minus total amount of pension being received by her/ him after commutation under the pension rules applicable to her/him. She/he shall also be entitled to all other regular allowances admissible to in-service staff vide **Notification no-12579 HOME- CPM-CASEI-0085-2020/CP&M dated-22.03.2023 of Home Department**, Government of Odisha and **Notification No FIN-CS3-PEN-0001-2018/24533/F dated 29.09.2022** of Finance Department Government of Odisha as the case may be.

### **v. Attendance & Leave:-**

- a) 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.

- b) They are not entitled to any other kind or leave during the period of appointment as admissible.
- c) 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) - 02 (1 post each for FTSC and FTSC-II, Jajpur)**

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

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

General:-

- i. Applications complete in all respect must reach in the Office of the Registrar, Civil Courts, Jajpur by 5.00 PM on 25.03.2025 during the office hour on all working days either in person or by post duly addressed to **“The Registrar, Civil Courts, Jajpur, At/PO/PS/District- Jajpur PIN:- 755001”**.
- ii. Incomplete and /or defective applications and applications received after due date shall be summarily rejected. No correspondence in this regard shall be entertained.
- iii. Envelope containing applications must be inscribed with writing **“Application for the post of Junior Clerk (Computer Knowing)”**.
- iv. The candidate must be physically fit and shall be required to produce fitness certificate from a Registered Medical Practitioner along-with the application.
- v. Canvassing in any form will be a disqualification.

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

The discretion of the District Judge, Jajpur as to result of the interview shall be final and in no case shall liable to be challenged. Mere selection in interview shall not confer any right upon the candidate for appointment. The authority reserves the right to alter, modify or cancel this Advertisement at any point of time.

Sd/-

Sd/-

Sd/-

**C.J.M-cum-Member  
DRC, Jajpur**

**A.D.J-cum-Member  
DRC, Jajpur**

**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 **25.03.2025** : 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