

**OFFICE OF THE DISTRICT JUDGE, CUTTACK**  
**ADVERTISEMENT**

Applications in the prescribed format are invited from the Retired Ministerial Staff for selection/appointment to the following posts, 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 applications: 13.10.2023 (5.00 P.M.)**

**Name of post**

**Number of posts**

Stenographer Gr.-I

01 post

Senior Typist

01 Post

**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 of age 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.

**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.

**Attendance & Leave:**

1. 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;
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.

**Date and Time of Interview- 19.10.2023 (4.15 P.M.)**

**Venue of Interview- Chamber of the District & Sessions Judge, Cuttack**

**The applicant shall annex the following documents along with the filled in application in the prescribed format:**

1. Self-attested certificate in support of date of birth;
2. Self-attested document (PPO) in support of superannuation/voluntary retirement;
3. Medical 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. Service Book / All documents including to the past service.

**GENERAL:**

1. Applications, complete in all respects, must reach in the Office of the **Registrar, Civil Courts, Cuttack by 05.00 PM on 13.10.2023** during the office hours on all working days either in person or by post.
2. Incomplete and/or defective applications and applications received after due 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.

No TA/DA will be paid to candidates for attending the interview. The decision of the District Judge 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 candidates for appointment. The Authority reserves the right to alter, modify or cancel this advertisement at any point of time.

Sd/-  
District Judge -cum- Chairman,  
District Recruitment Committee,  
Cuttack

**Memo No.** 7508(2) / **Dated :** 27.09.2023 /

Copy forwarded to the System Officer, District Court, Cuttack with a direction to upload the same in the website of the District Court, Cuttack.

Copy to Notice Board District Court, Cuttack for wide publication.



Registrar,  
- Civil Courts, Cuttack

**FORMAT**

Application for the post of:-.....  
Advertisement No.....Dated.....

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 **01.09.2023** :      Years      Months      Days

6. Date of Superannuation/  
Voluntary retirement  
(enclose the Copy of PPO):

7. List of documents attached: 1.  
2.  
3.  
4.

**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**