

## OFFICE OF THE DISTRICT JUDGE, BALASORE

### ADVERTISEMENT No. 03

Dated, Balasore the 28<sup>th</sup> day of November, 2022

Applications in the prescribed format, given below, are invited from the intending retired ministerial staff for their engagement purely on ad hoc and temporary (contractual) basis for appointment/selection in the following posts in the Fast Track Special Courts under POCSO Act in the District of Balasore under "the Odisha Fast Track Special Courts (method of recruitment and conditions and services of the retired Judicial Officers of the cadre of District Judges and staff including in service Judicial Officer in the regular cadre of District Judge, Ministerial staff and Group-D employees) scheme, 2020".

Sl. No.	Categories of posts under Group- C to be advertised	Number of posts/vacancies
1	2	3
01	Senior Typist	01
01	Junior Clerk (Computer knowing)	02

2. LAST DATE FOR RECEIPT OF APPLICATION:- **15.12.2022.**

3. TERMS AND CONDITIONS OF APPOINTMENT:

(i) The appointment of retired ministerial staff made under the scheme shall be purely on contractual basis.

(ii) The appointment of ministerial staff shall be made initially for a period of one year, which may further be extended from time to time till the concerned retired staff attaining the age of 70 years or till continuance of the scheme (FTSCs) whichever is earlier and it shall be liable to be terminated at any time without notice.

(iii) The appointee retired staff during their tenure of appointment shall be under the administrative and disciplinary control of the District Judge of the Judgeship of Balasore.

**4. ELIGIBILITY CONDITION:-**

- (i) The appointment of ministerial staff on ad hoc basis for the post of Senior Typist & Jr. Clerks shall be made from amongst the retired ministerial staff who have retired from service on attaining the age of superannuation or on voluntarily retirement having a clean service record shall only be eligible to be considered for such appointment subject to fitness and suitability.
- (ii) The retired ministerial staff must not be above the age of 70 years as on 01.12.2022.

Provided that the ministerial staff who have been dismissed, removed, compulsorily retired from service or had sought voluntarily retirement after initiation of departmental enquiry against them shall not be eligible to be considered for such ad hoc appointment under the scheme.

**5. PAY AND ALLOWANCES:-**

- (i) 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.

**6. GENERAL:**

Apart from the above, the retired ministerial staffs are required to submit the application following the guidelines as enumerated below:

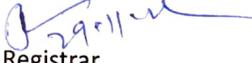
1. The ministerial staff are required to submit his/her application duly filled in and signed by him/her in his/her own handwritings furnishing the required particulars as per the prescribed format.
2. The intending retired ministerial staff are required to furnish the Self attested Xerox copies of first and last page of the service book showing his/her service of record and also record of retirement so also Xerox copy of 1<sup>st</sup> & last page of PPO or copy of order of provisional pension etc. along with his/her application.

3. The retired ministerial staff shall furnish the medical certificate showing his/her fitness or his/her good health from a registered Govt. practitioner or Govt. medical practitioner as the case may be at the time of submission of application.
4. The intending retired ministerial staff shall furnish two self attested passport size photograph to be affixed in appropriate place in the application form.
5. No T.A./D.A. will be allowed to the candidates to appear the interview.
6. Applications complete in all respect, must be addressed to the District & Sessions Judge, Balasore only by registered post or speed post, so as to reach this office on or before **15.12.2022 at 5.00 P.M.** positively. The applications received beyond that date & time shall be summarily rejected.
7. Incomplete or defective applications and applications received after due date shall be summarily rejected. No correspondence in this regard shall be entertained.
8. Envelope containing application must be inscribed by each retired ministerial staff **"Appointment for Ad hoc Senior Typist/ Junior Clerk"**.
9. Canvassing in any form will be a disqualification.
10. The undersigned reserves the right to accept or reject any application without assigning any reason thereof.
11. The decision of the District Judge, Balasore, with regard to engagement of retired ministerial staff shall be final.

  
District Judge,  
Balasore

Memo No. 6812(48) /dtd. 29.11.2022 /  
Copy forwarded to :-

1. All Civil & Criminal Courts of this Judgeship,
2. the Judge-in-charge Nizarat, District Court, Balasore,
3. the Collector & District Magistrate, Balasore,
4. the Supdt. of Police, Balasore,
5. the Sub-Collector, Balasore/Nilgiri,
6. the SDPRO, Sub-Collector Office, Balasore  
for information and necessary action. They are requested to publish the advertisement in the office notice board for wide publication.
7. the Notice Board of Dist. Court, Balasore for wide publication.
8. the D.I.O., N.I.C., Balasore for information & necessary action. He is requested to take steps for uploading the advertisement in the Website of the NIC, Balasore immediately for wide publication.
9. the System Officer, Dist. Court, Balasore for information & necessary action. He is directed to take steps for uploading the advertisement in the Website of the District Court, Balasore immediately for wide publication.

  
Registrar,  
Civil Courts, Balasore

**APPLICATION FORMAT**

Application for engagement of retired ministerial staff in the Judgeship of Balasore.

**Application for the post of:-** \_\_\_\_\_

1. Name of the Candidate:  
(in Block Letters)
2. Father's/ Husband's Name:
3. Sex (Male/ Female):
4. Address for communication  
with Mobile No. & E-mail ID:-
5. Date of Birth:  
(Certificate in support of  
Date of Birth be enclosed.)
6. Age as on **01.12.2022** : Years: \_\_\_\_\_, Months: \_\_\_\_\_, Days: \_\_\_\_\_
7. Date of Superannuation/Voluntary retirement:
8. Name of the post he/she was holding at the time of retirement:-
9. Name of the Department that he/she  
was holding the post at the time of retirement:-
10. P.P.O. Number/Provisional pension order No. etc.:
11. Whether any disciplinary/criminal proceeding/  
vigilance case is pending/disposed of against the  
retired ministerial staff?  
If yes, give details.

Affix self signed  
recent colour  
passport size  
photograph.

**DECLARATION**

I do hereby solemnly affirm and state that the statement made above are true and correct to the best of my knowledge and belief and based on record.

Place:

Date:

Full Signature of the retired Govt. employee

**Encl.:-**