

**DISTRICT COURT, KHURDA AT BHUBANESWAR**

**NOTICE NO. 01 DATED 05.02.2026**

Advertisement for appointment of **“Ministerial Staff on ad-hoc basis for a period of one year”** for the posts of Bench Clerk Grade-I (01 Post), Senior Clerk (02 Posts), Jr.Clerk (02 Posts), Senior Typist (01 Post) and Peon (Group-D) (01 Post) from amongst the Retired Ministerial Staff and Group-D employees as per “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 servicer Judicial Officers in the Regular Cadre of District Judge, Ministerial Staff and Group-D employees) Scheme, 2020.”

The appointment made under this scheme shall be purely on ad-hoc and contractual basis & made initially for a period of one year, which may further be extended from time to time till the concerned staff attain 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.

The retired ministerial staff or Group-D employees, 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.

The retired ministerial staff or Group-D employees, who have been dismissed, removed, compulsory 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 under the scheme. The retired ministerial staff or Group-D employee must not be above the age of 70 years as on 31.01.2026.

- (1) Candidate desirous of applying for the post shall submit his/her application in a plain paper as per the attached format affixing recent attested colour photograph in the provided space.
- (2) The candidate has to submit document in support of his/her age.
- (3) The candidate has to submit a certificate from the Head of the office under whom he was appointment at the time of his retirement showing his clean service record.
- (4) The candidates can submit their applications in the office of the undersigned during the office hours. The last date of receipt of application in this office is 25.02.2026 till 5 P.M.
- (5) Application incomplete in any respect or received beyond the stipulated date and time shall be rejected.
- (6) The undersigned reserves the right to reject any application without assigning any reason.

Sd/-  
District Judge,  
Khurda at Bhubaneswar

**Memo No.....<sup>795</sup>/ 2026 Dated 05.02.2026**

Copy forwarded to the System Officer, District Court, Khurda at Bhubaneswar with an instruction to upload the same in the District Court's website for information of all concerned.

Copy forwarded to the Deputy Administrator, Process Establishment Section, District Court, Bhubaneswar for information with an instruction to affix the same in the Notice Board of District Court, Bhubaneswar for information of all concerned.

  
5.2.26

**Registrar, Civil Courts,  
Khurda at Bhubaneswar**

**Memo No.....<sup>796</sup>/ 2026 Dated 05.02.2026**

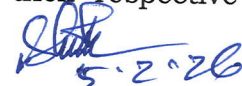
Copy forwarded to the Judge-in-charge, Process Establishment Section of all outlying stations of this Judgeship with a request to affix the same in their respective Notice Boards for information of all concerned.

  
5.2.26

**Registrar, Civil Courts,  
Khurda at Bhubaneswar**

**Memo No.....<sup>797</sup>/ 2026 Dated 05.02.2026**

Copy forwarded to the Registrars, Civil Courts of all the Judgeships of Odisha for information with a request to affix the Advertisement in their respective Notice Boards for wide circulation.

  
5.2.26

**Registrar, Civil Courts,  
Khurda at Bhubaneswar**

**Memo No.....<sup>798</sup>/ 2026 Dated 05.02.2026**

Copy forwarded to the Collectors of all the Districts of Odisha for information with a request for wide circulation of the Advertisement.

  
5.2.26

**Registrar, Civil Courts,  
Khurda at Bhubaneswar**

## **APPLICATION FORMAT**

1. Name of the applicant :  
(in capital letters)
2. Father's Name :  
(in capital letters)
3. Date of Birth :
4. Nationality :
5. Permanent Address :  
With PIN Code  
(in capital letters)
6. Present Address for  
Communication :  
With PIN Code  
(in capital letters)
7. Name & address of the office :  
(from which the applicant  
retired from Service)
8. Date & manner of retirement :
9. Marital Status :
10. Contact Phone No :

Affix Self signed  
recent Colour  
Passport size  
photograph

Place :

Date :

Signature of the Candidate

I undertake that the information furnished above are true to the best of my knowledge & belief and the certificates supplied purports to be of the concerned Head of Office.

Signature of the Candidate