

**OFFICE OF THE DISTRICT JUDGE, KALAHANDI BHAWANIPATNA**

**ADVERTISEMENT NO. 01 OF 2026**

**Dated this the 26<sup>th</sup> day of February, 2026**

i. Applications in prescribed format are invited from eligible candidates for appointment as Ad-hoc Bench Clerk Grade-I purely on 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**”.

ii. **THE LAST DATE FOR RECEIPT OF APPLICATION: - 12.03.2026**

iii. **ELIGIBILITY CONDITIONS:-**

(a) Ministerial staff, in the cadre of Bench Clerk Grade-I, who have retired on attaining the age of superannuation or on voluntary retirement, subject to fitness and suitability.

(b) Ministerial staff, in the cadre of Bench Clerk Grade-I, retired in the Cadre must not be above the age of 70 years as on the date of advertisement.

(c) The retired Ministerial employees, in the cadre of Bench Clerk Grade-I, 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:-**

The retired Bench Clerk Grade-I upon appointment under the Scheme on Ad-hoc basis shall be entitled to receive pay in terms of Home Department Notification No.12579 dtd.22.03.2023 readwith Finance Department Office Memorandum No.24533/F dated.29.09.2022.

v) **NO. OF VACANCIES:-**

<b>Name of the post</b>	<b>Number of vacancies</b>
Bench Clerk Grade-I	1

vi) **GENERAL:-**

- (1) Applications, complete in all respects, addressed to the District & Sessions Judge, Kalahandi Bhawanipatna must reach this office on or before 5 P.M. of 12.03.2026 either in person during office hours on each working day or by Registered 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 "Appointment for Ad-hoc Bench Clerk Grade-I."
- (4) The Ministerial Staff so appointed under the scheme shall be entitled to 10 days casual leave and 05 days Special casual leave in a calendar year. They are not entitled to any other kind of leave during the period of appointment. Proportionate reduction of pay and allowances shall be made for unauthorised absence so also for absence beyond permissible period of leave.
- (5) The selected candidates must be physically fit and shall be required to produce fitness certificate from a registered medical practitioner.
- (6) List of eligible applicants shall be published in the District Court Website/ Kalahandi district website/ District Court Notice Board.
- (7) Canvassing in any form will be a disqualification.
- (8) Date, time and venue of interview:-16.03.2026 at 04.00 P.M. in the Chamber of District & Sessions Judge, Kalahandi Bhawanipatna.

**List of documents to be filed along with the applications**

1. Self-attested certificate in support of date of birth
2. Self-attested PPO in support of superannuation/voluntary retirement
3. Medical fitness certificate from a registered medical practitioner in original
4. An undertaking that he/she has not been dismissed, removed, compulsorily retired from service or had sought voluntarily retirement after initiation of departmental inquiry against him/her.

Date:-

Place:-Bhawanipatna

*Sd/-*  
District Judge-cum-Chairman,  
District Recruitment Committee,  
Kalahandi Bhawanipatna

**FORMAT**

**Application for the post of: - Bench Clerk Grade-I**

**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.& E-mail ID)
4. Nationality :
5. Date of Birth (certificate in support  
of date of birth be enclosed) :
6. Age as on 08.03.2022 : Years Months Days
7. Date of Superannuation/  
Voluntary retirement :
8. Name and address of the Office from  
Which the applicant retired from service:

**:-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



**OFFICE OF THE DISTRICT JUDGE, KALAHANDI  
AT-BHAWANIPATNA**

Memo No. 1608(5) date. 26.02.2026

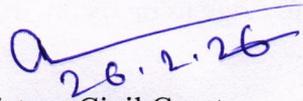
Copy forwarded to the D.I.O., N.I.C., Bhawanipatna with a request to upload the advertisement in the Kalahandi District website.

Copy forwarded to the Registrar, Civil Courts of all the Districts of Odisha with a request to take steps to display the same in their NOTICE BOARDS.

Copy forwarded to the Judge-In-Charge, PES, of all the stations of the Judgeship of Kalahandi with a request to display the same in the NOTICE BOARD of their respective stations.

Copy forwarded to the System Officer, District Court, Bhawanipatna with an instruction to upload the advertisement in the District Court website.

Copy forwarded to the Collector, Kalahandi with a request to take steps for publication of the Advertisement in public offices.

  
26.2.26  
Registrar, Civil Courts,  
Kalahandi Bhawanipatna