

OFFICE OF THE DISTRICT LEGAL SERVICES AUTHORITY, BALASORE

Advertisement

Dated the 5th day of January, 2019

Applications in the prescribed format are invited from desirous candidates for recruitment to the post of **Jr.Clerk** of District Legal Services Authority (DLSA),Balasore/ **Jr.Clerk-cum-Typist** of Taluk Legal Services Committee(TLSC), Nilgiri on contractual basis in terms of stipulations contained in G.A. Department Notification No. 32010/Gen/ dtd. 12.11.2013 and G.A. Department Notification No-19574/Gen/ dtd. 12.09.2017.

Since the posts of Junior Clerk in DLSA and Junior Clerk- cum-Typist in TLSC,Nilgiri are identical for all practical purpose, the candidates are required to submit only one application. The candidates shall be selected for appointment on the basis of their position in the common merit list and may be posted either as Jr.Clerk of DLSA,Balasore or Jr. Clerk-cum-Typist in TLSC, Nilgiri functioning under the territorial jurisdiction of DLSA, Balasore as per decision of the appointing authority.

The decision of the District Judge-Cum-Chairman, District Legal Services Authority (DLSA), Balasore as to the result of the examination shall be final and in no case, shall liable to be challenged. The authority reserves the right to cancel the recruitment process at any time without any prior notice.

CATAGORY WISE VACANCY POSITION:

Name of the Post	UR(W)	S.E.B.C.	SC	ST	Total	Scale of Remuneration
Jr.Clerk, DLSA, Balasore/ Jr.Clerk-cum- Typist, TLSC, Nilgiri	01	Nil	Nil	01	02	Rs.8,880/-

- NOTE:
1. The number of posts as indicated above may increase or decrease.
 2. Reservation in respect of different categories of candidates shall be as per applicable Rules/Policies/guidelines.
 3. In case of non-availability of suitable female candidate, the post will be filled up by male candidate from the respective category.

ELIGIBILITY OF THE CANDIDATES:

A candidate in order to be eligible for the above posts shall:-

- (a) Be a citizen of India;
- (b) Should have passed at least +2 examination conducted by CHSE or equivalent examination and odia as a subject at least of M.E standard;
- (c) Must have passed at least Diploma in Computer Application from a recognized institution;
- (d) Must have knowledge in Typing in English 40 words per minute and in Odia 20 words per minute;
- (e) Be of good character;

- (f) Be of sound health, good physique and free from organic defects or bodily infirmity;
- (g) Have not more than one spouse living, if married;
- (h) Must not have been convicted of an offence involving moral turpitude.
- (i) Age: The candidate shall not be less than 18 years of age and shall not be more than 32 years of age as on 01.01.2019(Relaxation of age, wherever applicable shall be granted as per the relevant Govt. Rules).

FEES FOR EXAMINATION:

1. The candidates are required to deposit fees of Rs.100/-(One Hundred) only in shape of Treasury Challan under the Head "0070-other Administrative Services-01-Administration of Justice-501-Services and Service Fees-0010-charges for service provided-02040-Examination fees for recruitment" and to submit the original copy of challan along with their application forms.
2. The SC/ST candidates are exempted from payment of the Examination fees.
3. The candidates are required to submit their application being duly filled in and signed by their own hand furnishing the required particulars as per the format given below. The candidates who are in government service are required to apply through proper channel.

Note: Non-compliance of any of the recruitments mentioned in the Advertisement shall entail rejection of his/her application. The application, if found defective/incomplete in any respect shall be summarily rejected. No TA/DA will be allowed to the candidates for attending the recruitment examination. The candidates need not submit their original testimonials with their applications, which are to be produced at the time of Viva-Voce Test.

LAST DATE FOR RECEIPT OF APPLICATIONS:-

The application along with the required documents and self attested copies of certificates duly signed by the candidates must reach **the Office of the Chairman, District Legal Services Authority, Balasore** on or before **25.01.2019** positively either by **Registered/Speed Post**. Applications sent through ordinary post shall not be accepted. No direct submission of the application form in the office shall be entertained. Applications received in the office after the last date shall not be taken into consideration.

N.B:-

- (i) The envelope containing the application should be super scribed with the words "**APPLICATION FOR THE POST OF JUNIOR CLERK-CUM-TYPIST**" on the top of the envelop.
- (ii) Non compliance of any of the requirements mentioned in the advertisement shall entail rejection of his/her application out-rightly. Application if found defective and/or incomplete in any respect and received after the last date shall be summarily rejected.
- (iii) In case of receipt of large number of applications, the District Legal Services Recruitment Committee reserves the right to short list the candidates.

SCHEME OF EXAMINATION FOR THE POST OF JR.CLERK/JUNIOR CLERK-CUM-TYPIST

	Subject	Marks	Duration of test
Part-I	English	40	3 Hours (with break of 15 minutes after each subject)
	Arithmetic	30	
	General Knowledge	30	
Part-II	Computer (Practical)	50	1 hour
	Typing Test	50	25 Minutes
	Viva voce	50	Date will be fixed by Recruitment Committee

Only successful candidates in the Part-I examination shall be called to appear in the test of Computer Practical and Type Test and the candidates qualifying in the said tests shall be eligible to appear in the Viva voce Test.

Date of examination shall be intimated to the eligible candidates in due time.

DETAILS OF SYLLABUS FOR EACH SUBJECT

(i) English-

- | | | |
|-----|--|----------|
| (a) | A letter or application to be written in English | 10 marks |
| (b) | One Odia passage to be translated into English | 10 marks |
| (c) | One English Passage to translated into Oriya | 10 marks |
| (d) | Comprehension of one English Passage | 10 marks |

40 marks

Note - The standard required of a candidate shall be equal to that of +2 Certificate examination conducted by the Council of Higher Secondary Education, Orissa.

(ii) Arithmetic - Vulgar fraction and decimals, H.C.F and L.C.M, Simple and Compound Interest, Percentages, Profit and loss, Mixture Partnerships, Average, Rates and Taxes, Insurance, Square and Cubic measures, Problems on time and work and Time and Distance.

Note - Problems more easily solvable by algebraic methods need not be solved arithmetically.

(iii) Computer Test (Practical)- To test the proficiency of the candidate relating to matter like test formatting of the paragraph, insertion of table, skill to print and save, file transfer, website searching/ browsing and downloading e-mail, use of pen-drive and other software etc. and programmes of accounting.

(iv) General Knowledge - Knowledge of past and current events and such other matters of every day observation and experience as may be expected from an educated person.

(v) Type Test- Type test to be done on computer- Candidates shall be required to type out a passage of 400 words in English and 300 words in Odia.

(vi) Viva Voce- To test and assess suitability of a candidate for the post with particular reference to the candidate's alertness, general outlook and potential qualities.

LIST OF DOCUMENTS TO BE SUBMITTED ALONGWITH THE APPLICATION:

- (a) Copy of self attested H.S.C Examination Certificate or any equivalent certificates in support of date of birth.
- (b) Copy of self-attested +2 Examination Certificates conducted by the Council Constituted under section-3 of the Orissa Higher Secondary Education act, 1982 or equivalent examination of recognized Council/Board/University as the case may be.
- (c) Copy of the self-attested certificate showing to have passed at least Diploma in Computer Application issued by a recognized Institute.
- (d) Copy of self-attested Mark sheet of H.S.C Examination or equivalent examination.
- (e) Copy of self-attested Mark Sheet of the +2 Examination or any equivalent examination.
- (f) Treasury challan in Original showing to have deposited a sum of rs.100/-(One Hundred) only in the appropriate head.
- (g) Two self attested Passport Size recent photographs (One is to be affixed in the application on the space provided).
- (h) Two self addressed envelopes affixing postal stamp of Rs.25/-(Twenty Five) on each.
- (i) One declaration regarding marital status showing to have one spouse living, if married.
- (j) Copy of Caste Certificate issued by the appropriate authority duly attested by a Gazetted Officer in respect of Candidates belonging to Schedule Caste/Schedule Tribes and SEBC categories with signature of the candidate thereon.
- (k) Copy of Medical Certificate showing the physical disability issued by the appropriate authority duly attested by a Gazetted Officer with signature of the candidates thereon in respect of physically handicapped candidate only.
- (l) Two character certificates issued by Gazetted Officer/Medical Practitioner/ Sarpanch etc.

Sd/- R.S.Hota
Chairman,
District Legal Services
Recruitment Committee,
Balasore.

Format of Application

1. Name of the Candidate:
2. Father's/ Husband's Name:
3. Sex (Male/Female):
4. Marital Status(Married/Unmarried):
5. Permanent address:
6. Present address:
7. Date of Birth (as on 01.01.2019):
8. Educational Qualification including Computer/Typing:(Attach attested copies)

self attested passport size photograph
--

Name of the examination passed	Name of the Board/ University	Year of passing	Aggregate of marks secured	Grade Division (if any)	% of marks secured

9. Category : (SC/ST/SEBC/GEN/Sports person/Ex-servicemen):
(Strike out which is not applicable and attached the supporting documents issued by the competent authority)
10. Whether physically/orthopedically handicapped :
(If yes, attach supporting medical certificates issued by the Competent Medical Authority/Board)
11. Religion :
12. Nationality :
13. Employment Exchange registration No.(if any):
14. Attach two Character certificates issued by two Gazetted Officers/Medical Practitioner/Sarpanch, etc (mention name, designation of the officers) :
15. Details of Treasury Challan with No. and date :

DECLARATION

I do hereby solemnly affirm and state that I am aware of the provisions of **Odisha State Legal Services Authority Rules 1996 & Odisha Group-C and Group-D(Contractual Appointment) Amendment Rules-2017**, and that the statements made herein above are true and correct to the best of my knowledge and belief and based on records.

Signature of the Candidate.