

OFFICE OF THE CHAIRMAN, DLSA, KEONJHAR

ADVERTISEMENT

Dated, 3rd day of August, 2016

Applications in the prescribed format are invited from the desirous candidates for recruitment to the one post of Jr. Clerk of District Legal Services Authority (DLSA) and three posts of Jr. Clerk-cum -Typists of Taluk Legal Services Committee (TLSC) Keonjhar. Such appointment shall be governed by the provisions of Odisha Group-C and Group-D posts (Contractual Appointment) Rules, 2013.

Since the posts of Junior Clerk in DLSA and Junior Clerk-cum –Typist in TLSC are identical for all practical purposes, 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 or Jr. Clerk-cum-Typist of TLSC functioning under the territorial jurisdiction of Keonjhar DLSA as per decision of the appointing authority.

The decision of the District Judge-cum-Chairman, District Legal Services Authority (DLSA), Keonjhar 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.

CATEGORY WISE VACANCY POSITION:

Name of the Post	UR	SEBC	SC	ST	Total	Scale of pay
Jr. Clerk, DLSA/ Jr. Clerk-cum- Typist, TLSC	02	-	01	01	04	Rs 5200/- + Grade Pay Rs.1900/-

- NOTE :
1. The number of posts as indicated above may increase or decrease.
 2. Reservation in respect of women, Physically Handicapped persons/Ex-Service-men/Sports persons shall be as per applicable Rules.

ELIGIBILITIES OF THE CANDIDATES:

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

- (a) Should have passed at least +2 examination conducted by CHSE or equivalent examination and Odia as a subject at least of M.E. standard.
- (b) Must have passed at least Diploma in Computer Application from a recognized institution.
- (c) Must have knowledge in Typing in English 40 words per minute and in Odia 20 words per minute.
- (d) Age: The Candidate shall not be less than 18 years of the age and shall not be more than 32 years of age as on 01.08.2016 (relaxation of age, wherever applicable shall be granted as per relevant Govt. Rules)
- (e) Must be a citizen of India.
- (f) Have not more than one spouse living, if married

FEES FOR EXAMINATION:-

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.

The SC/ST candidates are exempted from payment of the Examination fees.

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.

LAST DATE FOR RECEIPT OF APPLICATIONS:-

The application along with the required documents and self attested copies of certificates must reach the **office of the Chairman, District Legal Services Authority, Keonjhar** on or before 26.08.2016 either by Post or in person during office hours on each working day. Applications received in the office after the last date by any means shall be summarily rejected.

N.B.:-

- (i) Application should be superscribed with the words “**APPLICATION FOR THE POST OF JUNIOR CLERK / 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. CLERKS / 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 to be fixed by the Recruitment Committee

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

No Travelling allowance is admissible to the candidates.

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 be translated into Oriya	10 marks
(d)	Comprehensive of one English passage	10 marks
		<hr/> 40 marks

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

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

Note-Problems more easily solvable by algebraical methods need not be required to solve arithmetically.

(iii) Computer Test (practical)- To test the proficiency of the candidate relating to matters like “ Text formatting of the paragraph, insertion of table, skill to print and save, file transfer, web site 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.

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 Certificate 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 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 the 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.5/-(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 percentage of 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/- Chairman,
District Legal Services
Recruitment Committee, Keonjhar**

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 :

Self attested
passport Size
Photograph

Age as on 01.08.2016:

8. Educational Qualification including Computer qualification: (Attach attested copies)

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-Serviceman):
(Strike out which is not applicable and attach 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, 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