

# **OFFICE OF THE CHAIRMAN, DISTRICT LEGAL SERVICES AUTHORITY, NUAPADA**

## **ADVERTISEMENT No-2** **Dated. 2<sup>nd</sup> day of August, 2016.**

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

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 DLSA, Nuapada as per decision of the appointing authority.

The decision of the District Judge-cum- Chairman, District Legal Services Authority (DLSA), Nuapada 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:**

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

### **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.

### **ELIGIBILITY OF THE CANDIDATES:-**

- (a) Must have passed at least +2 examination conducted by CHSE, Odisha or its equivalent examination from a recognised Council/ Board or University , as the case may be 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) Must not be less than 18 years and not 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) Be a good character.
- (f) Have not more than one spouse living, if married.

- (g) Must not have entered into or contracted a marriage with a person having a spouse living.
- (h) Must be a citizen of India.
- (i) Must not have been convicted of an offence involving moral turpitude.

**FEE FOR THE 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 form.

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 alongwith the required documents and self attested copies of certificates addressed to the District Judge-cum- Chairman, D.L.S.A., Nuapada must reach the **Office of the Chairman, District Legal Services Authority, Nuapada** on or before **26.08.2016** either by Post or may be dropped in the box provided for the purpose on each working day. Applications received in the office after the last date by any means shall not be taken into consideration.

**N.B.:-**

- 1) The envelope containing the application should be superscribed with the words **“APPLICATION FOR THE POST OF JUNIOR CLERK / JUNIOR CLERK-CUM- TYPIST”** at the top.
- 2) 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.
- 3) The District Legal Services Recruitment Committee reserves the right to short list the candidates, if required.

**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 to be fixed by the 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 Computer Practical and Type test shall be eligible for 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 an 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 Odia      | - | 10 marks        |
| d. Comprehension of one English passage                | - | <u>10 marks</u> |
|  |   | 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 fractions & Decimals, H.C.F. & L.C.M., Simple and Compound Interest, Percentage, Profit & Loss, Mixtures, Partnership, Average, Rate & Taxes, Insurance, Square & 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 candidates 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 & other software etc. and programmes of accounting.

#### **IV. GENERAL KNOWLEDGE-**

Knowledge of past and current events and such other matters of everyday 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 Certificate 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 22/- (Rupees twenty two) only 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 / Scheduled Tribes and SEBC categories with signature of the candidates 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/-

Dr. K.C. Rath

Chairman,

District Legal Services

Recruitment Committee, Nuapada

**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:

self-attested  
passport  
size  
photograph

6. Present Address:

7. Date of Birth :

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
H.S.C.					
+2 Arts/Commerce/ Science					
Diploma in Computer Application					

9. Category : (SC/ST/SEBC/GENERAL/SPORTS PERSON/EX-SERVICEMEN)

(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 certificate 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 Practitioners / Sarpanch etc. (Mention name, designation of the officers)

15. Details of Treasury Challan No. and Date.-

**Signature of the candidate**

**Declaration**

I do hereby solemnly affirm and state that, I am aware of the provisions of Odisha State Legal Services Authority Rules 1996, and the statements made herein above are true and correct to the best of my knowledge and belief and based on records.

**Date:**

**Place:**

**Signature of the candidate**