

**OFFICE OF THE CHAIRMAN, DISTRICT LEGAL SERVICES AUTHORITY,
GANJAM, BERHAMPUR
ADVERTISEMENT**

Dated the 7th January, 2019

Applications in the prescribed format are invited from the desirous candidates for recruitment to the posts of Junior Clerk of District Legal Services Authority (DLSA), Ganjam, Berhampur /Junior Clerk-cum -Typist of Taluk Legal Services Committees (TLSC), Bhanjanagar. Such appointment shall be governed by 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 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 Ganjam, Berhampur as per decision of the appointing authority.

The decision of the District Judge-cum-Chairman, District Legal Services Authority (DLSA), Ganjam, Berhampur 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 (W)	SEBC	SC	ST	Total	Scale of pay
Jr. Clerk / Junior Clerk-cum-Typist	1	-	-	1	2	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/ eligible woman candidate, the post shall be filled up by suitable/eligible male candidate of un-reserved category.

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, Odisha 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 age and shall not be more than 32 years of age as on 25.01.2019 (Relaxation of age, wherever applicable shall be granted as per relevant Govt. Rules)

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-Adminisration 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, Ganjam, Berhampur** on or before **25.01.2019** 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.:-

- (i) Application should be superscripted with the words "**APPLICATION FOR THE POST OF JUNIOR CLERK / JUNIOR CLERK-CUM-TYPIST**" at 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 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 Type test and the candidates qualifying in the said tests shall be eligible to appear in the Viva-Voce Test.

No Travelling allowance/ DA is admissible to the candidates for attending the recruitment examination.

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

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 algebraic methods need not be 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.
- (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.

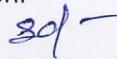
LIST OF DOCUMENTS TO BE SUBMITTED ALONGWITH THE APPLICATION: -

- (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 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 issued by BSE, Odisha 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) Three 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 self attested 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 self attested with signature of the candidates thereon in respect of physically handicapped candidate only.
- (l) Two Character Certificates issued by different Gazetted Officer/Medical Practitioner/Sarpanch etc.

Sd/- Shri B.P. Routray
07.01.2019
Chairman,
District Legal Services Recruitment
Committee, Ganjam, Berhampur

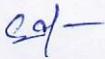
Memo No _____ /

Copy to: Registrar, Civil Courts, Berhampur requesting to exhibit the same in the Notice Board of Civil Courts, Berhampur for general information.


Secretary, DLSA, Ganjam, Berhampur

Memo No _____ /

Copy to: System Officer, Civil Courts, Berhampur requesting to upload the advertisement in the web-site of the District Court, Ganjam for general information.


Secretary, DLSA, Ganjam, Berhampur

Memo No 52 / 09/04/19

Copy to: The DIO, NIC, Ganjam, Chatrapur requesting to upload the advertisement in the District NIC Website for general information.


Secretary, DLSA, Ganjam, Berhampur

Memo No _____ /

Copy to: Notice Board of District Legal Services Authority, Ganjam, Berhampur for general information.


Secretary, DLSA, Ganjam, Berhampur

FORMAT OF APPLICATION

1. NAME OF THE CANDIDATE :
(IN CAPITAL LETTERS)
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 :

8. Age as on **25.01.2019** :

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

Name of the Examination Passed	Name of the Board/ University	Year of Passing	Marks secured / Full Marks	Grade Division (if any)	% of marks secured

10. 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.)

11. Whether physically/orthopedically handicapped:

(If yes, attach supporting medical certificates issued by the Competent Medical Authority / Board)

12. Religion :

13. Nationality :

14. Employment Exchange Registration No. (if any) :

15. Attach two Character certificates issued by two Gazetted Officers / Medical Practitioner /Sarpanch, etc. (mention name, designation of the officers):

16. 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