

**OFFICE OF THE
CHAIRMAN, DISTRICT LEGAL SERVICES AUTHORITY, PURI
ADVERTISEMENT
DATED THE 15TH DAY OF JANUARY, 2019**

Applications in the prescribed format are invited from the desirous candidates for recruitment to the post of Jr. Clerk of District Legal Services Authority(DLSA),Puri . The post of Jr. Clerk shall be filled up initially on contractual basis in terms of stipulations contained in G.A Department Notification No. 32010/ Gen Dt. 12.11.2013 read with G.A Department Notification No. 19574/ Gen Dated 12.9.2017

CATEGORY WISE VACANCY POSITION:

Slno	Post	No. of Vacancies	category	Scale of Pay
1	Jr. Clerk, DLSA, Puri	01(one)	UR (Un- Reserved)	Rs.8880/-

For detail information regarding eligibility Criteria, educational qualification, application form, selection procedure, examination programme, syllabus, terms & conditions etc and service with rules as applicable , candidates are advised to visit our official website i.e www.districts.ecourts.gov.in/Puri or District Portal Website: i.e www.puri.nic.in.The applications along with the required documents and self attested copies of certificates must reach office of the Chairman, District Legal Services Authority(DLSA),Puri, Civil Courts Campus, Puri on or before 5.2.2019. The Authority will not be responsible for any postal delay. The application received after due date shall be summararily rejected.

Sd/- Chairman,
District Legal Services
Recruitment Committee,Puri

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

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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 age and shall not be more than 32 years of age as on 15.1.2019 (Relaxation of age, where ever 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-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 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.

LAT 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, Puri on or before 5.2.2019 either by post or may be dropped in the box provided for the purpose on each working day. The Authority will not be responsible for any postal delay. The application received after due date shall be summararily rejected.

N.B

- (i) The envelope containing the application should be superscribed with the Words "APPLICATION FOR THE POST OF JUNIOR CLERK" at the top.
- (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 summararily rejected.
- (iii) The District Legal Services Recruitment Committee reserves the right to short list the candidates, if required.

SCHEME OF EXAMINATION FOR THE POST OF JUNIOR CLERK:-

S/no	Subject	Marks	Duration of Test
Part-1	English	40	3 Hours (with break of 15 minutes after each subject)
	Arithmetic	30	
	General Knowledge	30	
Part-2	Computer (practical)	50	1hour
	Typing test	50	25 minutes
	Viva Voce	50	Date to be fixed by the Recruitment committee

Only successful candidates in the Part-1 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

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 in to English | 10 marks |
| (c) One English Passage to be translated in to 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, Odisha.

- (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, Time & Distance.

Note: The Candidates are advised not to use any electronic devices or mobile phones during Arithmetic Examination

- (iii) **COMPUTER TEST (PRACTICAL):-** To test the proficiency of the candidate relating to matters like Text formatting of the paragraph, insertion of the 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 .

LIST OF DOCUMENTS TO BE SUBMITTED ALONG WITH 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 Council Constituted under section-3 of the Odisha 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 recognised Institute
- (d) Copy of self attested mark sheet of the HSC 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 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 candidates only.
- (k) Two character certificates issued by Gazetted Officer/ Medical Practitioner/ Sarpanch etc.

Chairman
District Legal Services
Recruitment Committee, Puri

FORMAT OF APPLICATION

Self attested
passport size
Photograph

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:
(Age as on 15.1.2019)
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: (GEN/ Sports Person/ Ex- Serviceman)
(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 the two gazetted Officers/ Medical Practitioner/ Sarapanch 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.

Date:

Place:

Signature of the Candidate