

**OFFICE OF THE CHAIRMAN, DISTRICT LEGAL SERVICES AUTHORITY
(DLSA), GANJAM, AT BERHAMPUR**

ADVERTISEMENT NO. 02 OF 2019

WALK IN INTERVIEW

Dated, the 13th June, 2019

Applications in the prescribed format are invited from willing and eligible **retired Court/Government Employees** to discharge duties on short term contract basis in the post of **one Head Clerk** and **one Stenographer** in the office of District Legal Services Authority (DLSA), Ganjam on monthly consolidated remuneration of **Rs. 25,000/- (Rupees Twenty Five Thousand Only)** and **Rs. 20,000/- (Rupees Twenty Thousands Only)** respectively for a period of one year from the date of joining or till creation and filling up the posts by regular process whichever is earlier.

Age- The age of the candidate shall not be more than **64 years** of age as on date of Advertisement.

ELIGIBILITY:

- a) The Candidate must be a retired Court/ Government employee.
- b) The age of the candidate should not be more than 64 years as on date of Advertisement.
- c) The applicant should not have suffered any disqualification for re-engagement as per Govt. Rules and Norms.
- d) No disciplinary proceeding is pending against the applicant.
- e) No Vigilance or criminal case is pending or disposed of against the applicant.
- f) The term of engagement is of one year from the date of joining or till creation and filling up the posts by regular process whichever is earlier.

N.B.: The decision of the District Legal Services Recruitment Committee, Ganjam as to the result of the walk-in-interview shall be final.

Date of Interview:- 20.07.2019 at 09.00 A.M.

The applicants must remain present before DLSA office, Ganjam at Civil Court Premises, Berhampur at **08.00 A.M. on 20.07.2019** along with application form, 2 copies of passport size Photographs, original and Xerox copies of self attested relevant documents pertaining to their age, service, health condition, character etc. details of which is available in the website for verification followed by an interview on the said date.

The undersigned reserves the right to accept or reject any application without assigning any reason thereof.

The decision of the District Legal Services Recruitment Committee, Ganjam as to the result of the walk-in-interview shall be final.

No. T.A. and D.A. shall be provided to the applicants to appear the interview.

LIST OF DOCUMENTS TO BE SUBMITTED ALONG WITH THE APPLICATION


- a) Copy of self-attested H.S.C Examination Certificate or any equivalent certificate in support of date of birth.
- b) Two self attested passport size recent photographs (one is to be affixed in the application on the space provided).
- c) Declaration regarding marital status showing to have not more than one spouse living, if married.
- d) Two Character certificates issued by two different Gazetted Officer/Medical Practitioner/ Sarpanch etc.
- e) Superannuation order/PPO and other service records.
- f) All original documents along with self attested Xerox copies including PPO to be produced for verification.

Sd/- Shri B. K. Das
13.06.2019
Secretary,
District Legal Services Authority,
Ganjam, at Berhampur

Memo No. _____ Dtd.

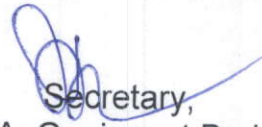
Copy to: the Registrar Civil Courts, Berhampur requesting to exhibit the same in the Notice Board of Civil Courts, Berhampur for general information.

Memo No. 1261 Dtd. 17.06.2019



Secretary,
DLSA, Ganjam at Berhampur

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

Memo No. _____ Dtd.


Secretary,
DLSA, Ganjam at Berhampur

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


Secretary,
DLSA, Ganjam at Berhampur

APPLICATION FORMAT

Application for engagement as Head Clerk/ Stenographer on short-term contract basis in District Legal Services Authority, Ganjam
(please tick mark for which post applied for)

Self attested
passport size
photograph

Name	
Father's /Husband's Name	
Date of Birth	
Age as on date of Advertisement	
Address for correspondence	
Permanent Address	
Contact No.	
Email ID	
Educational Qualification	
Details of Experience (Submit as per Annexure-I)	
Date of retirement and name of the office where the candidate had last worked (Enclose the copy of PPO and other service records)	
Whether any disciplinary proceeding/Vigilance case or criminal case is pending? if yes, give the details	

UNDERTAKING

I do hereby undertake that the information furnished above is true. I have carefully read the terms and conditions of the advertisement. I certify that I have not concealed any fact which I am bound to disclose.

Date:

Signature of the Applicant

ANNEXURE-I

Period of service Starting from the beginning	Name of the Court/ Government Organization in which served with post held	Post Held at the time of retirement	Description of Duties Performed

Name:-

Full Signature:-