

OFFICE OF THE CHAIRMAN, DLSA, BARGARH

ADVERTISEMENT NO. 01/2019

Dated the 10th day of 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) / Junior Clerk-cum-Typist of Taluk Legal Services Committee (TLSC). Such appointment shall be governed by the provisions of Odisha Group-C and Group-D posts (Contractual Appointment) Rule, 2013.

The decision of the District Judge-cum-Chairman, District Legal Services Authority (DLSA), Bargarh as to the result of the Examination shall be final and in no case, shall be challenged. The authority reserves the right to cancel the recruitment processes at any time without any prior notice.

CATEGORY WISE VACANCY POSITION

Name of the post	UR	SEBC	SC	ST	Total	Scale of pay
Junior Clerk, DLSA/ Junior Clerk-cum- Typist, TLSc	-	-	01	01*	02	Rs. 8,880/-

* *One backlog vacancy.*

Note: 1. The number of posts as indicated above may increase or decrease.
2. Reservation in respect of women, Physical 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) The candidates must be a citizen of India.
- (b) Should have passed at least +2 examination conducted by CHSE or equivalent examination and Odia as a subject at least of M.E. standard.
- (c) Must have passed at least Diploma in Computer Application from a recognized institution.
- (d) Must have knowledge in Typing in English 40 words per minute and in Odia 20 words per minute.

- (e) **Age:** The candidates shall not be less than 18 years of age and shall not be more than 32 years of age as on 08.02.2019. (Provided that the upper age limit in respect of reserved categories of candidates shall be relaxed in accordance with the provisions of the relevant Act, Rules, Orders or Instructions for the time being in force for the respective reserved categories:)
- (f) Be of good character and sound health.
- (g) He or she must not be convicted of an offence involving moral turpitude.
- (h) He or she must not enter into or contracted a marriage with a person having a spouse living.
- (i) He or she having a spouse living must not entered into or contracted marriage with any persons.

FEES FOR EXAMINATION:

The 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, Bargarh** on or before **05:00 PM of 08.02.2019** either by Post or in person during office hours on each working day. Application 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) The District Legal Services Recruitment committee reserves the right to short list the candidates, if required.

SCHEME OF EXAMINATION FOR THE POST OF JUNIOR 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 hours 25 minutes
	Typing Test (on Computer)	50	
	Viva Voice	50	Date of Examination shall be intimated to the eligible candidates in due time

- 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 tests shall be eligible to appear in the Viva-Voice Test.
- No traveling 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 Odia | - | 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, Orissa.

(ii) Arithmetic: - Vulgar fraction and decimals, H.C.F. and L.C.M., Simple and Compound Interest, Percentage, 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 solved 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 APPLICATION: -

- (a) Copy of self attested HSC Examination certificates 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 HSC Examination or equivalent examination.
- (e) Copy of self attested mark sheet of the +2 Examination or any equivalent examination.
- (f) Two self attested passport size recent photographs (one is to be affixed in the application on the space provided).

- (g) Two self addressed envelopes affixing postal stamp of Rs. 5/- (Five Rupees) on each.
- (h) One declaration regarding marital status showing to have one spouse living, if married.
- (i) 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 categories with signature of the candidates thereon.
- (j) Two character certificate issued by Gazetted Officer / Medical Practitioner / Sarpanch etc.

Sd/-
Chairman
District Legal Services Recruitment Committee
Bargarh

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 :
(Age on 08.02.2019)
8. Educational Qualification including Computer/Typing: (Attach attested copies)

Self attested
passport
Size
Photograph

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. Contact No., if any:

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