

**OFFICE OF THE CHAIRMAN, DISTRICT LEGAL SERVICES  
AUTHORITY, KENDRAPARA**

**ADVERTISEMENT**

**Dated the 5<sup>th</sup> day of February, 2021**

Applications in the prescribed format are invited from the desirous candidates for recruitment to the post of Junior Clerk in 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 & Group-D posts (Contractual appointment) Rules, 2013 read with Odisha Group-“C” and Group-“D” Posts (Contractual Appointment Amendment Rules, 2017).

Since the post of Junior Clerk in DLSA and Junior Clerk-cum-Typist of TLSC are identical for all practical purposes, the candidates are required to submit only one application. The candidate shall be selected for appointment on the basis of their position in the common merit list and may be posted either as Junior Clerk of DLSA or Junior Clerk-cum-Typist of TLSC functioning under the territorial jurisdiction of DLSA, Kendrapara as per decision of the appointing authority.

The decision of the District Judge-cum-Chairman, District Legal Services Authority (DLSA), Kendrapara 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	SEBC	SC	ST	Total	Scale of pay
Jr. Clerk, DLSA/ Jr. Clerk-cum-Typist, TLSC	01	--	--	--	01	Rs. 8880/-

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/polices/guidelines.

**ELIGIBILITY 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 to M.E standard.
- (b) Must have passed at least Diploma in Computer Application from a recognised 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 **05.02.2021** (Relaxation of age, wherever applicable shall be granted as per relevant Govt. Rules)

**FEES FOR EXAMINATION:-**

The candidate 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 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 Services are required to apply through proper channel.

**LAST DATE FOR RECEIPT OF APPLICATION:-**

The application along with required documents and self attested copies of certificates must reach the **Office of the District & Sessions Judge-cum-Chairman, District Legal Services Authority, Kendrapara, At-Old Civil Court Campus, Po/Dist- Kendrapara-754211 on or before 25.02.2021** either by post or may be dropped in the box provided in the office 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. The envelope containing the application should be super scribed with the words "**APPLICATION FOR THE POST OF JUNIOR CLERK/JUNIOR CLERK-CUM-TYPIST**" 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 reserved 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 JR. CLERKS/  
JUNIOR CLERK-CUM-TYPIST**

	<b>Subject</b>	<b>Mark</b>	<b>Duration of test</b>
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 25 minutes
	Typing Test	50	

Only successful candidate in the Part-I examination shall be called to appear in the test of Computer Practical and Type 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 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 Council of Higher Secondary Education, Orissa.

**(ii) Arithmetic:-** Vulgar fractions and decimals, H.C.F and L.C.M, Simple and Compound Interest, simple and compound practice, Percentages, Profit and loss, Mixtures, Partnership, Average, Rates and Taxes, Insurance, Square and Cubic Measures, Time and work and on 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 to work in Microsoft Words, Excel and Power Point with adequate knowledge in 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 experiences 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 passage of 400 words in English and 300 words in Odia.

**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). Copy of self attested +2 Examination Certificates conducted by the Council Constituted under Section-3 of the Orissa Higher Secondary Education Act, 1982 or equivalent examination of recognised 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 stamped 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 self attested Caste Certificate issued by the appropriate Authority in respect of Candidates belonging to Schedule Caste/ Schedule Tribes and SEBC categories.
- (k). Copy of self attested Medical Certificate showing the physical disability issued by the appropriate authority in respect of physically handicapped candidate only.
- (l). Two Character Certificates issued by Gazetted Officer/Medical Practitioners/Sarpanch etc.

**Chairman,  
District Legal Services  
Recruitment Committee,  
Kendrapara.**

## **FORMAT OF APPLICATION**

1. Name of the candidate (in block letters) :
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 **05.02.2021** :

Self attested  
passport size  
Photograph

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)	% 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 self attested 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 recently by two Gazetted Officers/ Medical Practitioners/ Sarapanch etc. (mention name designation of the officers):
15. Details of Treasury Challan with No. & Date:
16. Mobile No:- E-mail ID:-

### **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**