

**OFFICE OF THE CHAIRMAN, DISTRICT LEGAL SERVICES AUTHORITY,  
MAYURBHANJ, BARIPADA  
ADVERTISEMENT**

Dated this the 15<sup>th</sup> September, 2016

Applications in the prescribed format are invited from the willing & eligible Retired Court/ Government Employees for engagement in the one post of Head Clerk & one post of Stenographer on consolidated remuneration of Rs. 25,000/- (Twenty Five Thousand) and Rs. 20,000/- (Twenty Thousand) only per Month respectively in the Office of District Legal Services Authority, Mayurbhanj at Baripada, on short-term contract basis, **for a period of one year** from the date of joining or till creation and filling up the posts by regular process.

**Detail of the Posts :**

Name of the Post	Vacancy	Consolidated Remuneration per Month
Head Clerk	1	Rs. 25,000/- per Month
Stenographer	1	Rs. 20,000/- per Month

**Age :**

The age of the Candidate **should not be more than 64 years** on the Date of Application (Walk-in-Interview).

**Eligibility :**

- i. The Candidate must be a Retired Court/ Government Employee.
- ii. He/ She should not be more than 64 years of Age and is physically sound and mentally fit to work.
- iii. A Candidate may be considered for the above Posts subject to condition that, he/ she has either worked in the said post or similar posts at least for a period of 3 (Three) years before his/ her superannuation.
- iv. The Retired Employee is not eligible to apply, if any Vigilance case or Departmental Proceeding or Criminal Prosecution is contemplated or pending against him/her, or he/she has been penalized for misconduct during the period upto ten years preceding his/ her retirement.
- v. The Candidate for the Post of Stenographer must possess the required skill in shorthand and typing which is necessary for the said post.

**Last Date for Receipt of Application :**

The filled in Application Form along with the required documents and self-attested photocopies of Certificates must be submitted to the Office of the District Legal Services Authority, Mayurbhanj, Baripada – 757001 during the time of Registration for the Walk-in-Interview.

The Registration for the Walk-in-Interview shall be completed before **1.00 P.M.** on date **05-10-2016 (5<sup>th</sup> October, 2016).**

**Date & Venue of the Walk-in-Interview :**

The Walk-in-Interview is scheduled to be held on **05-10-2016 (5<sup>th</sup> October, 2016)**, at the Office of the District Judge-cum-Chairman, D.L.S.A., Mayurbhanj at the District Court premises, Baripada.

**List of Documents to be submitted along with the Application :**

- (a) Self-attested photocopy H.S.C. Examination Certificate or any equivalent certificates in support of date of birth.
- (b) Self-attested photocopy of the First page of the Service Book.
- (c) Self-attested photocopy of the Relieve Order on Superannuation.
- (d) Declaration regarding marital status showing to have one spouse living, if married.
- (e) Two Self attested Passport size recent photographs (one is to be affixed in the application form on the space provided)

**List of Documents to be produced at the time of Walk-in-Interview :**

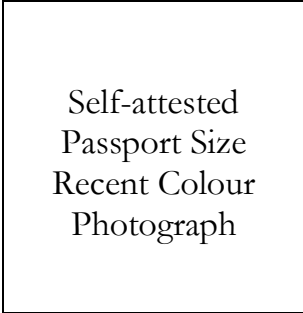
- (a) Original H.S.C. Examination Certificate or any equivalent certificates in support of date of birth.
- (b) Duplicate Service Book.
- (c) Original Pension Book (If the same has been issued to the candidate)
- (d) Relieve Order on Superannuation.

**Sd/-**  
**Chairman,**  
**District Legal Services Recruitment Committee,**  
**Mayurbhanj, Baripada.**

**Application Form : Please see the Next Page**

**Application for Engagement as  
Head Clerk / Stenographer on Short Term Contract basis in  
DISTRICT LEGAL SERVICES AUTHORITY, MAYURBHANJ AT BARIPADA**

Post Applied for : \_\_\_\_\_



1. Name of the Candidate : \_\_\_\_\_
2. Father's/ Husband's Name : \_\_\_\_\_
3. Date of Birth : \_\_\_\_\_  
Age as on 05.10.2016 : \_\_\_\_\_
4. Permanent Address : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
5. Present Address : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
6. Mobile Number : \_\_\_\_\_
7. Email ID (if any) : \_\_\_\_\_
8. Category : \_\_\_\_\_
9. Gender (Male/ Female) : \_\_\_\_\_
10. Marital Status (Married/ Unmarried) : \_\_\_\_\_
11. Highest Educational Qualification : \_\_\_\_\_

12. Details of Government Service : (Attach self-attested photocopies)

Sl. No	Name of the Court/ Government Department	Date of Joining at Service	Date of Leaving the Service	Reason of Leaving (Retirement or Others)	Scale of Pay	Pay & Grade Pay (Last Service)
1.						
2.						
3.						

13. Details of Retirement : (Attach self-attested photocopies)

Date of Superannuation	Posts held at the time of Superannuation	P.P.O. Number (if any available with the candidate)

14. Whether any Vigilance case or Departmental Proceeding or Criminal Prosecution is contemplated or pending, or is there any such instance of being penalized for misconduct during the period upto ten years preceding the date of retirement :

Details : \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**DECLARATION**

I do hereby solemnly affirm and state that, the information stated above are true to the best of my knowledge and belief. I have carefully read the terms and conditions and accept the same. I certify that I have not concealed any fact which I am bound to disclose. I declare that I had a sound track record during my tenure of service. If at any point of time these information are found to be incorrect, I will be liable to disengagement without any reason thereof.

**Full Signature of the Candidate with Date**