

OFFICE OF THE CHAIRMAN, DISTRICT LEGAL SERVICES AUTHORITY, GANJAM
AT BERHAMPUR

SHORT ADVERTISEMENT No. 1 of 2016

Dated the 4th Day of August, 2016

Applications in the prescribed format are invited from the desirous candidates for recruitment to the posts of Junior Clerk for District Legal Services Authority (DLSA), Ganjam/Junior Clerk-Cum-Typist for Taluk Legal Services Committees (TLSCs) functioning within DLSA, Ganjam **on contractual basis on consolidated remuneration**. Such **contractual** appointment shall be governed by the provisions of **Odisha Group-C and Group-D posts (Contractual Appointment) Rules, 2013**. The candidates shall not be less than 18 years of age and shall not be more than 32 years of age as on **01.08.2016**. There shall be upper age relaxation of 5 years for the candidates belonging to the Scheduled Caste and Scheduled Tribe.

Since the posts of Junior Clerk in DLSA and Junior Clerk-Cum-Typist in TLSCs are identical for all practical purposes, the candidates are required to submit only one application. The candidates 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, Ganjam or as Junior Clerk-Cum-Typist in TLSCs functioning under the territorial jurisdiction of DLSA, Ganjam as per the decision of the Appointing authority.

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

The category-wise vacancy position is as follows:

CATEGORY-WISE VACANCY POSITION:

Name of the post	UR	SEBC	SC	ST	Total	Consolidated Monthly Remuneration
Jr. Clerk, DLSA/ Jr. Clerk-Cum-Typist, TLSC	02	00	01	01	04	Rs.5200/- + Grade pay of Rs.1900/-

The Applications must reach the office of the District Legal Services Authority, Ganjam on or before **5 P.M. of 26th August, 2016**.

- NOTE:**
1. The number of posts as indicated above may increase or decrease.
 2. Reservation in respect of women, physically handicapped persons/Ex-service men/sports persons shall be as per applicable rules.

For details, please visit our *web-site* www.ecourts.gov.in/odisha/Ganjamdc.

The candidates are advised to go through the detailed Advertisement carefully from the web-site prior to filing of Application Forms. They are further advised to regularly visit the web-site for updates, if any.

*District Judge-cum-Chairman,
District Legal Services Recruitment Committee,
Ganjam At Berhampur*

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ELIGIBILITY OF THE CANDIDATES

A candidate in order to be eligible for the above posts :-

1. Should have passed at least +2 examination conducted by CHSE or equivalent examination and Odia as subject at least of M.E standard.
2. Must have passed at least Diploma in Computer Application from a recognized institution.
3. Must have knowledge in typing in English 40 words per minute and in Odia 20 words per minute.
4. **Age-** The candidate shall not be less than 18 years of age and shall not be more than 32 years of age as on 01.08.2016 (Relaxation of age wherever applicable shall be granted as per relevant Government Rules)
5. As per recruitment of Schedule-C to OSLSA Rules, as amended in 2016 and the typing speed mentioned there in shall mean typing on computer.
6. The standard syllabus, subjects of examination, cut off mark to be obtained for qualifying in the test, shall be as indicated below :

(I) A Written Test comprising three subjects i.e. English, Arithmetic and General Knowledge of 3-hour duration with 15-minute break after each subject) :

<u>Subject</u>	<u>Marks Allotted</u>	<u>Time Allotted</u>
a). English	... 40 Marks	One Hour
b). Arithmetic	... 30 Marks	One Hour
c). General Knowledge	... <u>30 Marks</u>	30 Minutes
	Total	100 Marks
ii). Computer Test (Practical)	... 50 Marks	
iii). Typing Test (on computer)	... 50 Marks	
iv). Viva Voce Test	<u>... 50 Marks</u>	
	Grand Total	... 250 Marks

(A) Those candidates who have secured 35% of mark in each of the papers of written test shall be called for Computer Test (Practical) and Type test.

Provided that the District Judge may resort to relaxation of marks by 5% when it is found that adequate number of candidates have not secured 35% or more marks in the written test.

(B) The candidate shall answer the question in English unless otherwise directed.

(C) The cut off mark for qualifying in the Computer Test (Practical) shall be 50% in case of General candidates and candidates belonging to the SEBC categories and 40% in case of SC/ST candidates.

(D) It shall be open to the District Legal Services Recruitment Committee to ask the candidates to appear in Part-I and Part-II tests in such maximum ratio of candidates in relation to the vacancies notified depending on the number of candidates.

II. Details of syllabus for each subject of the written test shall be as follows :

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	..	<u>10 Marks</u>
Total		.. 40 Marks

ii. Arithmetic – Vulgar fractions and decimals, H.C.F. and L.C.M., simple and compound interest, simple and compound practice, percentage, profit and loss, mixtures, partnership, Average, Rates and taxes, Insurance, square and Cubic measures, Time and work and on time and distance.

iii. Computer Test (Practical) To test the proficiency of the candidate relating to matters like test formatting of the paragraphs, insertion of 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.

vi. Viva-Voce – To test and assess suitability of a candidate for the post, with particular reference to the candidates alertness, general outlook and potential qualities.

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 SC/ST/PH candidates are exempted from payment of the examination fees.

How to Apply

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 the required document and self attested copies of certificates must reach the Office of the Chairman, District Legal Services Authority, Ganjam at Berhampur on or before **5 P.M** of **26.08.2016** either by post

or in person during office hours on each working day. **Applications received in this office after the last date by any means shall be summarily rejected.**

N.B :-

(i) The envelop 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 received after the last date shall be summarily rejected.

(iii) In case of receipt of large number of applications, the District Legal Services Recruitment Committee reserves the right to short-list the candidates.

SCHEME OF EXAMINATION FOR THE POST OF JUNIOR CLERKS/JUNIOR CLERK-CUM-TYPIST

	Subject	Marks	Time Allotted	Duration of test
Part-I	English	40	One Hour	3 Hours (With 15 minutes break after each subject)
	Arithmetic	30	One Hour	
	General Knowledge	30	30 Minutes	
Part-II	Computer (Practical)	50		1 Hour
	Typing Test	50		25 minutes
	Viva Voce	50		To be fixed by the Recruitment Committee

Only successful candidates in Part–I examination shall be called for 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.

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, 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, Insurances, Square and Cubic Measures, Problems on the time and work and Time and Distance.

NOTE : Problems more easily solved by algebraical methods need not be required to solve arithmetically.

- (iii) **Computer Test (Practical)** – To test the proficiency of the candidate relating to matters like “Text formatting of the paragraphs, 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 – Candidate shall be required to type out a passage of 400 words in English and 300 words in Odia.
- (vi) **Viva-voce** – To test and assess suitability of a candidate for the post with particular reference to the candidate’s alertness, general outlook and potential qualities.

LIST OF DOCUMENTS TO BE SUBMITTED ALONG WITH THE 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 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 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 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**".
- (g) Two self attested Passport size recent photographs (one is to be affixed in the application on the space provided).
- (h) Two self 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 Caste Certificate issued by the appropriate Authority duly attested by a Gazetted Officer in respect of candidates belonging to Scheduled Caste/ Scheduled Tribe and SEBC categories with signature of the candidate thereon.
- (k) Copy of Medical Certificate showing the percentage of physical disability issued by the appropriate authority duly attested by a Gazetted Officer with signature of the candidates thereon in respect of physically handicapped candidate only.
- (l) Two Character Certificates issued by Gazetted Officer/Medical Practitioner /Sarapanch etc.

WARNING

Mobile phones or any other communication device is not allowed into the Examination Hall. The candidates are advised not to bring any such banned items to the Examination Centre as arrangements for safe-keeping of such items cannot be assured.

*District Judge-cum-Chairman,
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10. Category : (SC/ST/SEBC/GEN/Sports person/Ex-Serviceman):
(Strike out which is not applicable and attach
the supporting document issued by the competent authority)

11. Whether physically/orthopedically handicapped :
(if yes, attach supporting medical certificates
issued by the Competent Medical Authority/Board)

12. Religion :

13. Nationality

14. Employment Exchange Registration No. (if any) :

15. Attach two Character Certificates issued by two Gazetted Officers
/ Medical Practitioner /Sarapanch etc.,

Mention below the names and designation of the issuing Officers

1.

2.

16. Details of Treasury Challan with No. and date :

17. Mobile Number, if any:

18. E-mail I/D, if any:

Signature of the Candidate

DECLARATION

I do, hereby, solemnly affirm and state that I am aware of the provisions of the 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