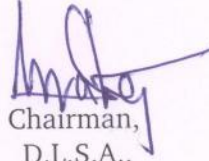


District Legal Services Authority, Purba Medinipur.

Advertisement No. 1/DLSA of 2016

Applications are invited in the prescribed form from the Indian citizens for recruitment to the post of Stenographer/LDA/Group-D candidates (purely on contractual basis) in the offices of District Legal Services Authority, Purba Medinipur and Sub-Divisional Legal Services Committee, Haldia. Essential qualification, age limit, pay structure, vacancy recruitment process and other details are available **at the websites (www.ecourts.gov.in/purbamedinipur and www.purbamedinipur.gov.in)** of Purba Medinipur District, Notice Board of the District Judge, Purba Medinipur and the Notice Boards of different wings of the District Administration, Purba Medinipur. The application form can be downloaded from the aforesaid websites. Last date for submission of application 30-07-2016.



Chairman,
D.L.S.A.,
Purba Medinipur.

EMPLOYMENT NOTIFICATION NO. 01/DLSA of 2016

Application from eligible Indian citizens in the following prescribed format are invited for preparation of separate panels to fill up the existing and expected vacancies purely on temporary and contractual basis mentioned below in different categories of posts in the district of Purba Medinipur.

The examination of a particular category of post will be held on a particular day and time through out the district. One can apply for only one vacant post. Sub-division wise details of vacancies scale of pay, detail address of the appointing authority to who the application is to be addressed are given hereunder:

For D. L. S.A., Purba Medinipur at Tamluk:

English Stenographer (Computer knowing)- Consolidated pay- Rs. 8,000/- One post.

L.D. Assistant-cum-Accountant-cum-Office Master(Computer knowing)-
Consolidated Pay Rs. 8,000/- One post.

L.D. Assistant-cum-Cashier(Computer knowing)-Consolidated Pay Rs.-7500/-One post.

L.D. Assistant (Computer knowing)-Consolidated Pay Rs. 7,500/-- One post.

For S.D.L.S.C., Haldia:

One Group-D staff- Consolidated pay of Rs. 5000/-.

The appointment will be made on purely temporary and contractual basis for the all categories of posts.

Eligibility : Age, minimum qualification and other qualification required, Scheme of examination and Syllabus for each examination for each category are given below:-

Eligibility Age: 18 to 40 years as on 01.01.2016

Essential Qualification:

In respect of Stenographer - Higher Secondary having Diploma/Certificate in Stenography and also having knowledge in Computer & Printer operation.

In respect of LDA- Higher Secondary having knowledge in Computer & Printer operation.

In respect of Group "D"- VIII passed.

Mode of Selection of Stenographer & LDA:-

Written examination on the same day covering English Mathematics, General Knowledge, etc. followed by oral interview and personality test.

Mode of Selection of Group 'D' staff:

Written test to examine handwriting and minimum conception in simple Arithmetic and English.

The appropriate authority/authorities shall have the discretion to fix qualifying marks in any or all the tests for different categories of posts, mentioned above.

For the post of Stenographer:

1) Translation: English to Bengali, (2) Framing of sentences, (3) Stenography test, (4) Test in Computer operation - Total Marks -100(20+20+40+20) and tenure of examination will be two and half hours.

For the post of Clerk:

1) Translation: English to Bengali, (2) Bengali to English,(3) Framing of sentences, (4) Arithmetic: Specially of percentage calculation, (5) Test in Computer Operation - Total marks - 100(20+20+20+20+20) and tenure of examination ill be two hours.

For the post of Group-'D':

1) Handwriting test on dictation, both in English and Bengali, (2) Arithmetic Test only up to Class-VIII standard. Total marks - 50(20+20+10) and tenure of examination Will be one hour.

Eligible candidates may submit legible hand-written or typed (One side of the paper) single application for any of the afore-mentioned posts as per format given below:

APPLICATION FORMAT

POST APPLIED FOR.....
(Mentioning categorically the name of the post)

To
The Chairman,
D.L.S.A.
Purba Medinipur at Tamluk Court Premises,
PIN-721636.

One recent passport
size photograph duly
signed by the candidate
to be pasted here.

Sir,

I beg to apply for the post of.....in the office of
D.L.S.A./S.D.L.S.C., Haldia, Purba Medinipur

I beg to submit y particulars as per prescribed format, given below:-

1. Full Name(In block letter) :
2. Name of the father/Husband :
3. Date of birth :
4. Actual age as on 11.2016 :
(Give attested supporting documents)
5. Address(Permanent & Present)
with Tel. No./Mobile, if any. :
6. Educational Qualification ::
(Give attested supporting documents)
7. Nationality :
8. Religion :
9. Whether SC/ST/etc.
10. Have you any knowledge in Computer :
operation/Typewriting? If so, give details.
(Give attested supporting documents)
11. Do you know ordinary type-writing? :
(Give attested supporting documents)
12. Do you know Shorthand(English /Bengali)?:
If so give details.
(Give attested supporting documents)
13. Other qualifications, if any.
(Give attested supporting documents.) :

Declaration:

I, hereby, declare that, (a) all statements made in this application are true, complete and correct to the best of my knowledge and belief and (b) in the event of any information being found false, my candidates is liable to be cancelled.

Yours faithfully,

Date:
Place:
Encl.

ADMIT CARD

(For Office use)

Roll No. :

Date of Examination :

Time of Examination :

Venue

(To be filled up by the candidate)

1. Name of the candidate(In block letters)

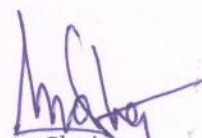
2. Father's/Husband's Name :

3. Address.

Signature and date with stamp
Chairman, Selection Committee.

INSTRUCTIONS

- (1) Attested documents, as mentioned in the application format, above should be accompanied with the application.
- (2) Two passport size recent photographs duly signed by the candidate should be pasted in the respective places mentioned in the format and Admit Card;
- (3) One self-addressed envelope of the size of 25 c. m. X 11 cm. with postal stamp of Rs. 5/- affixed thereon should be accompanied with the application.
- (4) Full signature of the candidate with date must be given at the bottom of the application. Defective/Incomplete application/unsigned applications/applications submitted will be summarily rejected.
- (5) Admit Cards containing Venue, Date and time of the test(s), as also other information, will be sent to the candidates whose applications will be considered to be in order in all respects, by post.
- (6) Candidates called for the Test(s) shall be required to appear at their own expense.
- (7) Admission to the test/examination will be deemed provisional, subject to verification and determination of the Candidate's eligibility and suitability in all respects. If at any stage of the process, a candidate is found to be ineligible for admission to the test(s) in terms of the Notice, his/her candidature shall be cancelled without making any reference to hi/her and without assigning any reason.
- (8) A candidate furnishing incorrect or false particulars or suppressing material information, will be disqualified, and if appointed, shall be liable for dismissal from service.
- (9) The Selection Committee reserves the right to offer appointment to the selected candidate at any place of the respective D.L.S.A./S.D.L.S.C..
- (10) The application may also be dropped at the respective post, Registered Post (With or without A/D) must be submitted in a closed envelope to the appropriate authority within 5-00 p.m. on or before 30-07-2016.
- (11) The application may also be dropped at the respective container/box which will be placed in a conspicuous place of the office of the D.L.S.A. and S.D.L.S.Cs. at Tamruk, Contai and Haldia.
- (12) Applications reaching the respective office after the last date shall not be considered, even though the same are posted well in advance.
- (13) The Selection Committee reserves the right to make short lists of successful candidates.
- (14) In case of any dispute, the decision of the Selection Committee shall stand final. The Selection Committee shall also have the full discretion to fix minimum qualifying marks in respect of all categories of posts and shall have the full discretion to relax any or part of the norms.



Chairman,
D.L.S.A.,
Purba Medinipur.