OFFICE OF THE DISTRICT LEGAL SERVICES AUTHORITY,
DAKSHIN DINAJPUR AT BALURGHAT.

No. 582 /DLSA-DD, **Dated, Balurghat, the 7th day of April, 2016**

Whereas Notification vide no. 339/2016/DLSA-DD, dated: 01.03.2016 was issued by this office seeking application from the eligible Indian Citizens to fill up the existing vacancy of the post **of Stenographer for the District Legal Services Authority, Dakshin Dinajpur** and of the post of **LD Assistant as Secretary-cum-Accountant for the Sub-Divisional Legal Services Committee (SDLSC), Gangarampur at Buniadpur.**

The Recruitment Committee has decided to hold recruitment examination as per Schedule given below:

Name of post	No. of Vacancy	Date of Examination	Time of Examination		Venue
			Written	Dictation & Type Test	
Stenographer (English) for DLSA, Dakshin Dinajpur at Balurghat	01	**1st Day of May, 2016 (Sunday)**	**11:00 A.M.** to **12:00 NOON**	**12:30 P.M.** to **1:30 P.M.** (Candidates must bring their own Typewriter at their own cost)	**Balurghat High School (Near District Court), Balurghat, Dakshin Dinajpur, Pin- 733101, West Bengal.**
LD Assistant as Secretary-cum-Accountant for SDLSC, Gangarampur at Buniadpur	01	**1st Day of May, 2016 (Sunday)**	**11:00 A.M.** to **12:00 NOON**	Not Applicable	

ADMIT CARDS: Admit Cards of the eligible candidates will be despatched shortly. Roll Numbers of eligible candidates will be displayed in the website in due course. Eligible candidates who do not receive the ADMITS are requested to collect **Duplicate ADMIT** from the office of District Legal Services Authority, Dakshin Dinajpur, ADR Centre, District Court complex, Balurghat, Dakshin Dinajpur **in between 2:00 p.m. to 5:00 p.m. from 27.04.2016 to 30.04.2016.**

Candidates are instructed to bring **One Photo Identity Proof in original** and **Two (02) copies of recent Passport size photograph** for collecting DUPLICATE ADMIT.

Continued in next page…

OFFICE OF THE DISTRICT LEGAL SERVICES AUTHORITY,
DAKSHIN DINAJPUR AT BALURGHAT.

Important Instruction for the Candidates

Candidates are requested to go through the following instructions before coming for the examination:

1) The candidate must bring with him/her Admit Card. No candidate shall be allowed to sit for the Test without valid Admit Card.
2) The candidate must bring his/her own pen, pencil. Use of the calculator shall not be allowed in the test. Use of Pager, Mobile Phone and other electronic gadgets is strictly prohibited within the premises of the examination centre while the test is on.
3) The candidate must remain present at the venue at least an hour before the commencement of the test. Sitting arrangement will be notified there. No candidate will be allowed to enter the examination centre after 15 minutes of the scheduled time of commencement of the written test.
4) The candidate must write his / her name and shall put in his / her signature and Roll No. only in the space exclusively provided for the purpose. He /She must not write his / her name/Roll No. elsewhere in the Answer Script. Writing of his / her name Roll No. in any other place shall make the candidature liable to be cancelled.
5) Any alteration in the entire on the Admit Card without the authority of the District Recruitment Committee shall render the candidate liable to be disqualified for the test.
6) Admission to the examination is purely provisional. If at any stage subsequent to issuance of this Admit Card, the candidate is found on verification by the Authority concerned to be ineligible for admission to the examination / test, in terms of the relevant Employment Notice, his / her candidature shall be cancelled without any further reference to him / her.
7) Any sort of malpractice shall be severely dealt with.
8) No candidate will be allowed to submit the answer script before completion on one hour from the scheduled time of commencement of the examination. No candidate will be allowed to leave the examination hall without submitting the answer script.
9) No Travelling Allowance will be borne by the office for the purpose.
10) In case of any dispute, the decision of the appropriate authority shall be final.
11) Candidate for the post of Stenographer must bring Shorthand Note Book, pen /pencil. Shorthand Note sheer/s (to be supplied by the office) before leaving the Examination Room.
12) **Candidates for the post of stenographer must bring their own Typewriter at their own cost.**
13) **The Written examination for all the posts** will cover English, Arithmetic, General Knowledge etc. **of 100 (Hundred) marks** (No Negative marking).
14) **Dictation & Transcription for Stenographer Post**: Dictation lasting for 10 minutes @ 80 words per minute followed by transcription of notes in candidate's own handwriting for 40 minutes carrying **50 (Fifty)** marks.
15) **Type Test for Stenographer Post:** Type from a manuscript accurately on the Type writer, to be brought by the candidate concerned @ 30 words per minute. The test will be for 10 (ten) minutes carrying **50 (Fifty)** marks.
16) The recruitment Committee reserves the right to alter/modify/add or any condition at any stage of the recruitment process.
17) In case of any dispute, decision of the Recruitment Committee shall be final.

Chairman,
Recruitment Committee
DLSA, Dakshin Dinajpur
07.04.2016