

**OFFICE OF THE CHAIRMAN, DISTRICT LEGAL SERVICES AUTHORITY,
CUTTACK
DISTRICT COURT CAMPUS
WALK-IN-INTERVIEW**

(One Office Assistant, One Receptionist-cum-Data Entry Operator and one Office Peon)

A Walk –in-Interview will be conducted on **03.11.2019** from **10.00 a.m. onwards** in the Office of District Legal Services Authority, District Court Campus, Cuttack for engagement of Office Assistant, Receptionist –cum- Data entry operator and Office Peon to be ordinarily posted in the office of Legal Aid Defense Counsel System on **Short Term Contract basis initially for a period of one year**. Interested candidates may attend the interview with the original testimonials by reporting latest by **9.00 a.m.** Interested candidates may however submit their application mentioning specifically the post for which they applied for in prescribed proforma so as to reach the undersigned latest by **5.00 P.M. of 31.10.2019**.

Sl No	Name of the Post	No. of Vacancies	Qualification	Consolidated Remuneration per month
1	Office Assistant	01	1. Graduation 2. Basic word processing skills and the ability to operate computer 3. Typing speed of 40 WPM 4. Ability to take dictation and entering Data	Rs.15,000/- to Rs.25,000/- each
2	Receptionist-cum-Data Entry Operator	01	1. Graduation 2. Excellent Verbal and written communication skill 3. Word processing ability 4. The ability to work telecommunication systems (telephones, fax machines, switchboards etc.)	Rs.15,000/- to Rs.25,000/- each
3	Office Peon	01	1. (10 th or equivalent)	Rs.10,000/- to Rs.15,000/- each

This Authority reserves to cancel the engagement at any point of time without assigning any reason thereof.

For details visit District Court Website
<http://ecourts.gov.in/odisha/cuttackdc>.

- N.B. (i) For Office Assistant there shall be a test of taking dictation in short hand – 10 Minutes**
- (ii) For Office Assistant and Receptionist-cum-Data Entry Operator Typing test in a Computer – 10 Minutes**
- (iii) For Office Peon Writing a Passage on dictation in Odia – 10 Minutes**
- (iv) For all the above post there shall be a viva Voce Test.**

**Sd/-
Chairman
District Legal Services Authority,
Cuttack**

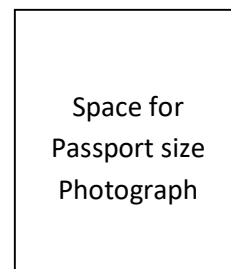
FORMAT OF APPLICATION

1. Name of the Candidate :
(in BLOCK LETTERS)
2. Father/Husband's Name :
3. Sex (Male/Female) :
4. Marital Status (Married/Unmarried) :
5. Religion :
6. Permanent Address :
7. Present Address :

8. Proof of Education Qualification (Graduation):
(Enclose copy of Graduation Certificates)

9. Proof of Computer Application Qualification :
(Enclose copy of Computer Application Certificates)

10. Mobile No./Tel. Phone No. & E. Mail ID (if any) :



DECLARATION

I do hereby solemnly affirm and declare that the above mentioned information is true & correct to the best of my knowledge and belief and I have not concealed anything which on revelation would disqualify me from my engagement in the Office of the District Legal Services Authority.

Date :

Place :

SIGNATURE OF THE CANDIDATE