

OFFICE OF THE CHAIRMAN, DISTRICT LEGAL SERVICES AUTHORITY, JAJPUR.

ADVERTISEMENT

Dated the 19th day of December 2018

Applications in the prescribed format are invited from desirous candidates for recruitment to the posts of Jr. Clerk of District Legal Services Authority (DLSA), Jajpur. Such appointment shall be governed by the provisions of Odisha Group-C and Group-D Posts (Contractual Appointment) Rules 2013 and Rule 14 and Schedule-C of the Odisha State Legal Services Authority Rules 1996

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

CATEGORY WISE VACANCY POSITION:

Name of the Post.	UR	SEBC	SC	ST	Total	Consolidated monthly remuneration.
Jr.Clerk, DLSA, Jajpur.	-	-	-	1	1	Rs. 8880/-

NOTE: 1. The number of post as indicated above may increase or decrease.

ELIGIBILITIES OF THE CANDIDATES:

A Candidate in order to be eligible for the above post:-

- Should have passed at least + 2 examination conducted by CHSE or equivalent examination and Odia as a subject at least of M.E.standard.
- Must have passed at least Diploma in Computer Application from a recognized institution.
- Must have knowledge in Typing in English 40 words per minute and in Odia 20 words per minute.
- Age. The Candidate shall not be less than 18 years of age and shall not be more than **32** years of age as on **01.01.2019** (Provided that the upper age limit in respect of Reserved Categories of Candidates, Women & Physically Handicapped persons shall be relaxed in accordance with the provisions of the relevant Act, Rules, Orders or instruction for the time being in force).

FEES FOR EXAMINATION:

The ST candidates are exempted from payment of the examination fees.

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 Service are required to apply through proper channel.

LAST DATE FOR RECEIPT OF APPLICATIONS:-

The application along with the required documents and self attested copies of certificates must reach the Office of the Chairman, District Legal Services Authority, Jajpur on or before **15.01.2019** either by Post or may be dropped in the box provided for the purpose on each working day. Application received in the Office after the last date by any means shall not be taken into consideration.

- N.B:-(i) The envelope containing the application should be super scribed with the words "**APPLICATION FOR THE POST OF JUNIOR CLERK** " 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) The District Legal Services Recruitment Committee reserves the right to short list the candidates, if required.

SCHEME OF EXAMINATION FOR THE POST OF JR.CLERK.

	Subject	Marks	Duration of test.
Part-I	English	40	3 Hours (with break of 15 minutes after each subject).
	Arithmetic	30	
	General Knowledge	30	
Part-II	Computer (Practical)	50	1 hour
	Typing Test	50	25 minutes.
	Viva voce	50	Date to be fixed by the Recruitment Committee.

Only successful candidates in the Part-I examination shall be called to appear in the test of Computer Practical and Type test and the candidates qualifying in the said test shall be eligible to appear in the Viva-voce Test.

No Travelling allowance is admissible to the candidates.

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 Oriya 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, Insurance, Square and Cubic measures, Problems on time and work and Time and Distance.

Note- Problems more easily solvable by algebraic methods need not be solved arithmetically.

- (iii) **Computer Test (practical)**-To test the proficiency of the candidate relating to matters like Text formatting of the paragraph, 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- Candidates shall be required to type out a passage of 400 words in English and 300 words in Odia.

LIST OF DOCUMENTS TO BE SUBMITTED ALONGWITH THE APPLICATION:-

- (a) Copy of self-attested H.S.C.Examination Certificate or any equivalent certificate 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) Three self attested Passport size recent photographs (One is to be affixed in the application on the space provided).
- (g) Two self addressed envelopes affixing postal Stamp of Rs. 5/- (five) on each.
- (h) One declaration regarding marital status showing to have one spouse living, if married.
- (i) Copy of Caste Certificate issued by the appropriate Authority duly attested by a Gazetted Officer.
- (j) Copy of Medical Certificate showing the 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.
- (k) Two Character Certificate issued by Gazetted Officer/Medical Practitioner/Sarpanch etc.

Sd/- B.N.Mishra,
Chairman,
District Legal Services Recruitment Committee,
Jajpur.

FORMAT OF APPLICATION

1. Name of the Candidate:
2. Father's /Husband's Name:
3. Sex (Male/Female):
4. Marital Status (Married/Unmarried)
5. Permanent Address:
6. Present Address:
7. Date of Birth:
(Age as on **01.01.2019**)
8. Educational Qualification including Computer/qualification: (Attach attested copies).

Self attested
passport Size
Photograph.

Name of the Examination passed.	Name of the Board/University	Year of Passing	Aggregate of marks secured.	Grade Division (if any)	% of marks secured.

9. Category:
10. Whether physically/orthopedically handicapped:
(If yes, attach supporting medical certificates issued by the Competent Medical Authority/Board).
11. Religion:
12. Nationality:
13. Employment Exchange Registration No. (if any):
14. Attach two Character Certificates issued by two Gazetted Officers/Medical Practitioner/Sarpanch, etc., (Mention name, designation of the Officers):

DECLARATION.

I do hereby solemnly affirm and state that I am aware of the provision of 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.