

OFFICE OF THE CHAIRMAN, DISTRICT LEGAL SERVICES AUTHORITY,
CUTTACK

ADVERTISEMENT

Dated, Cuttack the 7th day of January, 2019

Applications in the prescribed format are invited from desirous candidates for recruitment to the posts of Jr. Clerk of District Legal Services Authority (DLSA)/ Jr. Clerk-cum-Typist of Taluk Legal Services Committee (TLSC). The posts shall be filled up initially on Contractual basis in terms of stipulations contained in G.A Department Notification No 32010/Gen Dt. 12.11.2013 and read with Notification No. 12th September, 2017 of Government of Odisha, General Administration & Public Grievance Department (GAD-SC-RULES-0037-2017-19574/Gen).

Since the posts of Junior Clerk in DLSA and Junior Clerk-cum-Typist in TLSC 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 posted as Jr. Clerk of DLSA and Jr. Clerk-cum-Typist of TLSC functioning under the territorial jurisdiction of Cuttack DLSA as per decision of the appointing authority.

The decision of the District Judge-cum-Chairman, District Legal Services Authority (DLSA), Cuttack as to the result of the Examination shall be final and in no case, shall liable to be challenged. The authority also 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	Scale of Pay
Jr. Clerk/Jr. Clerk-cum-Typist	1	-	-	1 <small>*Backlog vacancy</small>	2	Rs.8,880/-

- Note:
1. The number of posts as indicated above may increase or decrease.
 2. Reservation in respect of schedule castes and scheduled Tribe shall be made in accordance with the provisions of the Odisha Reservation of Vacancies in Posts and Services (for scheduled castes and schedules Tribes) Act 1975 and the rules made thereunder.

SEBC, Women, Sports persons, Ex-serviceman and person with Disabilities shall be made in accordance with the provisions made

under such rules, orders, instructions or Resolution issued in this behalf by the Government from time to time.

ELIGIBILITIES OF THE CANDIDATES:

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

- (a) Should have passed at least +2 examination conducted by CHSE or equivalent examination and Odia as a subject at least of M.E. standard.
- (b) Must have passed at least Diploma in Computer Application from a recognized institution.
- (c) Must have knowledge in Typing in English 40 words per minute and in Odia 20 words per minute.
- (d) **Age-limit:** The candidate shall not be less than 18 years of age and not be more than 32 years of age as on date of advertisement i.e. **07.01.2019** (Upper age Relaxation, wherever applicable shall be granted as per relevant Govt. Rules)

FEEES 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 candidates are exempted from payment of the Examination fees.

The candidates are required to submit their application being duly filed 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, Cuttack, Civil Court Premises, Cuttack on or before **24.01.2019** either by post or may be dropped in the box provided for the purpose

on each working day. Applications 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 superscribed with the words “Application for the post of Junior clerk DLSA/Junior clerk-cum-typist TLSC” at the top.
- (ii) Non-compliance of any of the requirements mentioned in the advertisement shall entail rejection of his/her application outrightly. 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.

The standard, syllabus, subject of examination, cut off mark to be obtained for qualifying in the test, shall be as indicated below:

I. Written Test on paper of 3 hours duration consisting of:

a) English	40 marks.	} 100 marks.
b) Arithmetic	30 marks.	
c) General Knowledge	30 marks.	

1. 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 in the maximum ratio of 1:10 in relation to the vacancies notified.

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.

2. The candidate shall answer the question in English unless otherwise directed.
3. Only successful candidates in the 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.

II.	Computer Test (practical)	50	30 minutes
III.	Typing Test (on computer)	50	30 minutes
IV.	Viva voce Test	50	Date to be fixed by the Recruitment Committee

The cut off mark for qualifying in the Computer Test (Practical) shall be 50% in case of Un-reserve candidates and 40% in case of S.T. candidates.

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 |

TOTAL = 40 marks

(ii) **Arithmetic** - Vulgar fractions and decimals, H.C.F., and L.C.M., Simple and compound interest, 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 text formatting of the paragraph, 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.

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 CHSE 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 and also copy of certificate having knowledge in type writing in English 40 words per minute and in Odia 20 words per minute.
- (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 in the appropriate head.
- (g) Two self-attested Passport size recent photographs (one is to be affixed in the application on the space provided).
- (h) Two self-addressed 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/Schedule Tribes and SEBC categories with signature of the candidate thereon.
- (k) 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.
- (l) Two Character Certificates issued by two separate Gazetted Officers/Medical Practitioners/Sarpanchs etc.

Sd/-
Chairman,
District Legal Services
Recruitment Committee, Cuttack

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 **07.01.2019** :
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	Grade/ Division (if any)	% of marks secured

9. Category: (SC/ST/SEBC/GEN/Sports Person/Ex-Serviceman) :
(Strike out which is not applicable and attach the supporting documents issued by the competent authority) :
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) :
14. Details of Treasury Challan with No. and Date. :

DECLARATION

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