

OFFICE OF THE DISTRICT JUDGE-CUM-CHAIRMAN, DLSA, NUAPADA

ADVERTISEMENT No. 01/2018

Dated, the 22nd day of December, 2018

Application in the prescribed format are invited from the desirous candidates for recruitment to the post of Jr. Clerk of the District Legal Services Authority (DLSA), Nuapada and Jr. Clerk-cum-Typist of the Taluk Legal Services Committee (TLSC), Khariar. Such appointment shall be governed by the provisions of Odisha Group-C and Group-D posts (Contractual Appointment) Rules, 2013 and Odisha Group-C and Group-D posts (Contractual Appointment) Amendment Rules, 2017.

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 may be posted either as Jr. Clerk of DLSA or Jr. Clerk-cum-Typist of TLSC functioning under the territorial jurisdiction of DLSA, Nuapada as per the decision of the appointing authority.

The decision of the District Judge-cum-Chairman, District Legal Services Authority, Nuapada 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 | S.C | S.T | Total | Scale of Pay |
|---|-----------|-------------|------------|------------|--------------|---------------------|
| Jr. Clerk, DLSA, Nuapada/ Jr. Clerk-cum-Typist, TLSC, Khariar | -- | 01 | -- | 01 | 02 | Rs. 8880/- |

N.B:

1. The number of posts as indicated above may increase or decrease.
2. Reservation in respect of different categories of candidates shall be as per applicable Rules/policies/guidelines.

ELIGIBILITY OF THE CANDIDATES:

A candidate in order to 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: The candidate shall not be less than 18 years of age and shall not be more than 32 years of age as on 01.12.2018 (Relaxation of age, wherever applicable shall be granted as per relevant Govt. Rules)

FEES 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 Candidate 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 OF RECEIPT OF APPLICATION:-

The applications along with the required documents and self attested copies of certificates must reach the office of the **Chairman, District Legal Services Authority, Nuapada, At- Civil Courts Premises, PO/Dist- Nuapada (766105)** on or before **22.01.2019** either by **registered/ speed 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 taken into consideration.

N.B:

1. The envelope containing application should be superscribed with the words **“APPLICATION FOR THE POST OF THE JUNIOR CLERK/JUNIOR CLERK-CUM-TYPIST FOR D.L.S.A, NUAPADA”** at the top.
2. Non compliance of any of the requirements mentioned in the advertisements 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.
3. The District Legal Services Recruitment Committee, Nuapada reserves the right to shortlist the candidates, if required.

SCHEME OF EXAMINATION FOR THE POST OF JUNIOR CLERK/ JUNIOR CLERK-CUM-TYPIST:-

| | 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 |
| | Computer 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 Computer Type test and the candidates qualifying in the said tests 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 in to English | 10 marks |
| c) One English passage to be translated in to Odia | 10 marks |
| d) Comprehension of one English passage | <u>10 marks</u> |
| | 40 marks |

N.B: 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.

N.B: 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 be done on computer candidate shall be required to type out a passage of 400 words in English and 300 words in Odia.

LIST OF DOCUMENTS TO BE SUBMITTED ALONG WITH THE APPLICATION :

- (a) Copy of self attested H.S.C Examination Certificate or any equivalent certificate on 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 self-attested Certificate showing to have passed at least diploma in computer application issued by the recognised 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) 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. 22/-(twenty two) on each.
- (i) One declaration regarding marital status showing to have one spouse living if married.
- (j) Copy of cast Certificate issued by the appropriate authority duly attested by a Gazetted Officer in respect of Candidate belongs to schedule Caste /Schedule Tribes and SEBC categories with signature of the Candidate thereon.
- (k) Copy of Medical Certificate showing the percentage of 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 Certificate issued by Gazetted Officer/Medical Practitioner /Sarapanch etc.

Sd/-

**District Judge-cum-Chairman,
District Legal Services Recruitment Committee,
Nuapada**

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:

Self attested
passport size
Photograph

6. Present Address:

7. Date of Birth:

Age on 01.12.2018:

8. Educational Qualification including Computer/qualification: (Attach attested copies)

| Name of the Examination Passed | Name of the Board/ University | Year of Passing | Aggregate of marks secured | Grade/ Division (If any) | % of marks secured |
|---------------------------------|-------------------------------|-----------------|----------------------------|--------------------------|--------------------|
| H.S.C | | | | | |
| +2 Arts/Commerce/Science | | | | | |
| Diploma in Computer Application | | | | | |

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):
15. Details of Treasury Challan with No. and Date:

Signature of the Candidate

DECLARATION

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

Date:

Place:

Signature of the Candidate