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OFFICE OF THE CHAIRMAN, DISTRICT LEGAL SERVICES AUTHORITY,
MALKANGIRI

ADVERTISEMENT

Advt.No.1/2019

Dated the 5th day of January, 2019

Applications in the prescribed format are invited from the desirous candidates for recruitment to the posts of Jr. Clerk of District Legal Services Authority (DLSA), Malkangiri. Such appointment shall be governed by the provisions of Odisha Group-C and Group-D posts (Contractual Appointment) Rules, 2013 read with Odisha Group-C and Group-D posts (Contractual Appointment) Amendment Rules, 2017. The candidates shall be selected for appointment on the basis of their position in the merit list as per decision of the appointing authority.

The decision of the District Judge-cum-Chairman, District Legal Services Authority DLSA, Malkangiri 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.

VACANCY POSITION:

Name of the Post	UR	SEBC	SC	ST	Total	Scale of pay
Jr. Clerk	-	-	-	01	01	Rs.8,880/- (As per G.A.Department notification No.19574/Gen.dt.12-09-2017 of the Govt. of Odisha)

ELIGIBILITIES OF THE CANDIDATES:

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

- a. Be a citizen of India.
- b. Should have passed at least +2 examination conducted by CHSE or equivalent examination and have passed Oriya as a subject at least of M.E standard.
- c. Must have passed at least Diploma in Computer Application from a recognized institution.
- d. Must have knowledge in Typing in English 40 words per minute and in oriya 20 words per minute.
- e. Age : The candidates shall not be less than 18 years of age and shall not be more than 32 years of age as on **01-01-2019** (Relaxation of age wherever applicable shall be granted as per relevant Govt.Rules)

- f. Having good character and sound health.
- g. Have not more than one spouse living, if married.

FEES FOR EXAMINATION:-

The SC/ST candidates are exempted from payment of the Examination fees.

The candidates are required to submit their application being duly filled in and signed in their own hand writing 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, Malkangiri on or before **25-01-2019** by Registered / Speed Post only alongwith two self addressed stamped (Rs.25/-) Envelopes. Applications received after last date or any deviation to the advertisement shall be summarily rejected.

N.B.:-

- (i) The envelope containing the Application should be super scribed with the words "**APPLICATION FOR THE POST OF JR. CLERK**" at the top of the envelope.
- (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-1	English	40	3 Hours (with break of 15 minute after each subject)
	Arithmetic	30	
	General Knowledge	30	
Part-2	Computer (practical)	50	1 hour 25 minutes
	Typing Test	50	
	Viva voce	50	Date to be fixed by the recruitment committee

Only successful candidates in the written examinations (Part-I) shall be called to appear in 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.

Date of Examination shall be intimated to the eligible candidates in due time.

DETAILS OF SYLLABUS FOR EACH SUBJECT

- | | |
|---|----------------------------------|
| 1. English- | |
| a. A letter or application to be written in English | 10 marks |
| b. One oriya passage to be translated into English | 10 marks |
| c. One English passage to be translated into Oriya | 10 marks |
| d. Comprehensive of one English passage | <u>10 marks</u> |
| | Total 40 marks |

Note-

The standard required of candidate shall be equal to that of +2 certificate examinations conducted by the council of Higher Secondary Education, Orissa.

2. **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.

3. **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 .
4. **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
5. **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 oriya.
6. **Viva Voce**- To test and assess suitability of candidate for the post with particular reference to the candidate's alertness, general outlook and potential qualities.

List of Documents to be submitted alongwith the application.

- (a) Copy of self-attested H.S.C Examination Certificates or any equivalent certificates in support of date of birth.
- (b) Copy of Self-attested +2 Examination Certificates 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 Certificates or any equivalent certificates.
- (e) Copy of Self-attested mark sheet of the +2 Examination Certificates, or any equivalent examination.
- (f) Two 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.25/- (Twenty 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 in respect of Candidates belonging to Schedule Caste/Schedule Tribes and SEBC categories with signature of the candidate thereon.
- (j) 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.
- (k) Two Character Certificates issued by Gazetted Officer/Medical Practitioner/Sarpanch etc.

Sd/-

Chairman,
District Legal Services
Recruitment Committee,
Malkangiri.

FORMAT OF APPLICATION

1. Name of the Candidate :
(In Capital Letters)
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 :
8. Age as on 01-01-2019 :
9. 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

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

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.

Signature of the Candidate