

**OFFICE OF THE DISTRICT LEGAL SERVICES AUTHORITY,**  
**KHURDA AT BHUBANESWAR**  
**Advertisement for Walk-in-interview**

*(For engagement of retired head clerk on short-term contract basis)*

Dated the 7<sup>th</sup> February, 2020

Applications in the prescribed format are invited from the interested retired court/ Government Employees for appointment in the post of Head Clerk (on Contractual Basis) in the Office of District Legal Services Authority, Khurda at Bhubaneswar on consolidated pay of Rs. 25,000/-.

Interested retired Court/Government employees not more than 64 years of age as on 01.02.2020 may apply for the said post through filled up application form in prescribed format along with original testimonials in support of the application with an undertaking that he/she is not a member of any political party and no vigilance cases or departmental proceeding or criminal prosecution is contemplated or pending against him/her. The appointment is purely temporary and contractual. The decision of the **District Judge-cum-Chairman, District Legal Services Authority (DLSA), Khurda at Bhubaneswar** as to the result of the Walk-in-Interview 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.

| Sl. No. | Name of the Post     | No. of Vacancies | Consolidated Remuneration per Month |
|---------|----------------------|------------------|-------------------------------------|
| 01      | Head Clerk (Retired) | 01               | Rs. 25000/-                         |

**ELIGIBILITY CRITERIA:**

- (i) Retired employees who are below 64 years of age and are physically sound and mentally fit to work may be considered for appointment/ engagement who shall be selected in the skill Test through walk-in-interview.
- (ii) The engagement is purely temporary in nature and the engaged employee may be disengaged by given one month notice without

assigning any reason thereof. The decision of Committee would be binding and final.

- (iii) The retired employee shall submit an undertaking that he would abide by the rules and regulation and code of conduct as applicable to the employees of Government of Odisha.
- (iv) The retired employee against whom a vigilance case or departmental proceeding or criminal prosecution is contemplated or pending or who has been penalized for misconduct during the period up to ten years preceding his/her retirement , or is a member of political party will not be considered for engagement.
- (v) The appointee has to furnish an undertaking at the time of joining as regards the truthfulness and correctness of the information furnished by him/her.

**LAST DATE FOR RECEIPT OF APPLICATIONS:-**

The application form duly signed along with the required documents and self attested true copies of certificates in a closed envelope must reach the Office of **the Chairman, District Legal Services Authority, Khurda at Bhubaneswar, At-ADR Building, Near Civil Courts, BJB Nagar, Bhubaneswar-14** on or before **28.02.2020** either by Post or in person during the office hours on each working day.

**N.B.:-**

- (i) *The Envelope containing the application and other required documents should be superscribed with the words “**APPLICATION FOR THE POST OF HEAD CLERK**” on its top.*
- (ii) *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.*
- (iii) *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 in the office after the last date by*

*any means, shall be summarily rejected.*

- (iv) *In case of receipt of large number of applications, the Recruitment Committee of District Legal Services Authority reserves the right to short list the candidates. Only short listed candidates shall be called to appear in the Walk-in-interview. Date of walk in-interview shall be intimated to the short listed candidates in due time.*
- (v) *No TA/DA will be paid to the applicant for attending the interview.*

**LIST OF DOCUMENTS TO BE SUBMITTED ALONGWITH THE APPLICATION: -**

- (a) Copy of self-attested H.S.C. Examination Certificate or any equivalent certificates in support of date of birth.
- (b) Two self attested Passport size recent photographs (One is to be affixed in the application on the space provided).
- (c) one Self-addressed envelope affixing postal stamp of Rs.25/-(Twenty five).
- (d) 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.
- (e) One Self-attested copy of the relieve order on superannuation.

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**Chairman,**  
**District Legal Services Authority,**  
**Khurda at Bhubaneswar**