

**OFFICE OF THE DISTRICT JUDGE-CUM-CHAIRMAN, DISTRICT
LEGAL SERVICES AUTHORITY, KHURDA AT BHUBANESWAR**

ADVERTISEMENT: FOR RECRUITMENT TO THE POST OF JUNIOR CLERK -CUM- TYPIST

Dated, the 14th day of September, 2020

Applications in the prescribed format are invited from the eligible candidates for recruitment to the post of Junior Clerk -cum- Typist in the office of Taluk Legal Services Committee (TLSC) under the direct control of the Chairman, District Legal Services Authority, Khurda at Bhubaneswar initially on contractual basic in terms of stipulations contained in G.A. Department Notification No. 32010/Gen/dtd. 12.11.2013 and G.A. Department Notification No. 19574/ Gen/ dtd. 12.09.2017. The remuneration and condition of service to the post 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) Rules, 2017.

The decision of the **District Judge-cum-Chairman, District Legal Services Authority (DLSA), Khurda at Bhubaneswar** 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	Scale of pay
Jr. Clerk –cum- Typist, TLSC	01	–	01	–	02	Rs. 8880/-

- NOTE:**
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 CRITERIA:-

A candidate in order to be eligible for the post must:

- (a) Have passed at least +2 examination conducted by the Council constituted under section 3 of the Orissa Higher Secondary Education Act, 1982 or equivalent examination of a recognised Council/ Board/ University, as the case may be;
- (b) Have at least passed Diploma in Computer Application from a recognised institution;
- (c) Be able to speak, read and write Odia and have passed at least a test in Odia equivalent to the M.E. Standard;
- (d) Must have knowledge in typing in English (40 words per minute) and in Odia (20 words per minute);
- (e) Be over 18 years and below 32 years of age as on 01.09.2020 (Relaxation of age, wherever applicable shall be granted as per relevant Govt. Rules);
- (f) Be of good moral character;
- (g) Have not more than one spouse living, if married.

FEES FOR EXAMINATION:-

01. The candidates except SC/ ST/ Persons with disabilities categories are required to deposit Examination 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.

02. Fee once paid will not be refunded under any circumstances.

03. Payment made under any head other than the appropriate head or by any mode other than the prescribed mode will be treated as non-payment of Examination Fee.

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 **15.10.2020** 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 JUNIOR CLERK -CUM- TYPIST**” on its top.*
- (ii) *The candidates are required to submit their applications 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.*
- (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 District Legal Services Recruitment Committee reserves the right to short list the candidates.*

SCHEME OF EXAMINATION FOR THE POST OF JR. 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
	Typing Test (on computer)	50	25 minutes

Only successful candidates in the Part-I examination shall be called to appear in the test of Computer Practical and Type 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 Odia	10 marks
(d)	Comprehensive of one English passage	10 marks
		<u>40 marks</u>

Note - The standard required of a candidate shall be equal to that of +2 Certificate examinations conducted by the Council of Higher Secondary Education, Orissa.

(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 & work and Time & Distance.

Note -Problems more easily solvable by algebraic methods need not be required to solve arithmetically.

(iii) 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.

(iv) Computer Test (practical)- To test the proficiency of the candidate to work in Microsoft Words, Excel and power point with adequate knowledge in 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.

(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 certificates 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 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.25/- (twenty five) on each.
- (i) One declaration regarding marital status showing to have one spouse living, if married.
- (j) Copy of self attested Caste Certificate issued by the appropriate Authority in respect of Candidates belonging to Schedule Caste/Schedule Tribes and SEBC categories.
- (k) Copy of self attested Medical Certificate showing the percentage of physical disability issued by the appropriate authority in respect of physically handicapped candidate only.
- (l) Two Character Certificates issued recently by Gazetted Officer/Medical Practitioner/ Sarpanch, etc.

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**Chairman,
District Legal Services
Recruitment Committee,**

FORMAT OF APPLICATION

(For the Post of Junior Clerk-cum- Typist under the District Legal Services Authority, Khurda)

1. Name of the Candidate (In Capital Letters):
2. Father's / Husband's Name :
3. Gender:
4. Marital Status (Married /Unmarried) :
5. Permanent Address:

Affix Self Signed
recent colour
passport Size
Photograph

6. Present Address (For Communication purpose):

7. Date of Birth:

8. Age as on 01.09.2020:

9. Mobile No:

E Mail ID:-

10. Educational Qualification including computer qualification (Attach self attested copies of testimonials)

Name of the Examination Passed	Name of the Board/ University	Year of Passing	Total marks	Aggregate of marks secured	% of marks secured	Grade/ Division (if any)
Matriculation						
+2 Arts/ Science/ Commerce						
DCA						

11. Category : (SC/ST/SEBC/GEN/Sports person/Ex-Serviceman):

12. Whether A Person with Disabilities (Yes/No):

(If yes, attach supporting medical certificates issued by the Competent Medical Authority / Board)

13. Religion :

14. Nationality :

15. Employment Exchange Registration No.(If any)

16. Details of Treasury Challan with No. and Date. :

DECLARATION

I do hereby declare that all the statements made in this application are true and correct to the best of my knowledge and belief and based on record. In the event of any information being found false/ fabricated my candidature / appointment shall be liable to be cancelled / terminated without any notice to me, and I shall be liable to legal action.

Date:
Place:

Signature of the Applicant