

DISTRICT LEGAL SERVICES AUTHORITY,

District Judge's Court complex, Kalimpong



Telephone no. 03552-355184

E-mail :dlsakalimpong@gmail.com

NOTIFICATION FOR THE RECRUITMENT OF 01 P.A./STENOGRAPHER ON CONTRACTUAL BASIS FOR THE DISTRICT LEGAL SERVICES AUTHORITY (DLSA) KALIMPONG.

Employment Notification No. 02 /DLSA/KPG/2023

Date: 27/09/2023

District Legal Services Authority (DLSA), Kalimpong invites applications from the eligible Indian Citizens in the following prescribed format for preparation of a separate panel to fill up the post of one P.A./ Stenographer on a temporary and Contractual basis. **Preference may be given to the candidates who are residents of Kalimpong district.**

The application is to be addressed in the prescribed format along with necessary documents to "The Chairman, District Legal Services Authority (DLSA) Kalimpong, at P.O & Dist-Kalimpong, Pin Code-734301". Any application is liable to be canceled for not furnishing necessary particulars/documents and for any sort of defects in filling up the application form and also for any error/emission to follow the instruction stated therein after.

Details of Vacancy, Scales of pay, Application Fees, Eligibility Criteria, Mode of Examination and Instructions are given below in brief:-

Name of the post	No. of Vacancies	Application fees	Remuneration /Consolidate Pay	Educational Qualification	Age as on 01.01. 2023
P.A./Stenographer	01 Nos.(UR)	Rs. 350/- (Rupees Three Hundred Fifty Only)	Rs.13500/- per month	Higher Secondary pass having diploma/certificate in Stenography and also having knowledge in Computer and Printer Operation	18-40 years

Selection Procedure:- Selection of candidates will be through First and Second Phase Examination.

1. The First Phase Examination: The candidates shall have to appear in a written examination consisting conventional question of papers i.e 1) Translation from English to Bengali (20 Marks) and 2 Framing of Sentences (20 Marks). The question paper will be in English language and the total marks for the written examination will be 40(20+20). The duration of examination will be 1(One) hour. The standard of written examination shall be similar to madhyamik or secondary education.

2. The Second Phase Examination: On the basis of the result of the written examination of First Phase, a number of candidates shall be selected according to merit and shall be called for 2nd Phase Examination of

Stenography Test and test in Computer operation. Total marks for second phase examination will be 60(40+20)

The total marks of the examination (phase 1 and phase 2) will be 100. On the basis of the total marks obtained in the written examination and stenography test and test in computer operation, a final panel will be prepared according to merit.

Exact Date, Time and venue for examination/interview will be intimated to the eligible candidates in due course through candidate's Email and Whatsapp as well as such information will be also available in the official website of District Judge, Kalimpong- EMAIL: (<https://districts.ecourts.gov.in/kalimpong>)

How to apply:-

Interested and eligible candidates may apply offline in the prescribed format along with self-attested Photocopies of Madhyamik Admit Card, marksheets and Certificates of all the Academic Qualification, Voter card/ Aadhar card, 3 Color Passport size photographs to be self attested and another pasted on the application form) and one self addressed envelope affixing requisite postage stamp addressed to " The Chairperson, District Legal Services Authority, Kalimpong". Address:- District Judges' Court Complex, Kalimpong. Pin-734301

How to pay the application fees:-

The applicants are directed to deposit Rs. 350/- Rupees Three Hundred Fifty Only) as application fees in current bank account no 40166728806. IFSC Code no SBIN0000105, of State Bank of India, Kalimpong in the name of District legal Services Authority, Kalimpong directly. It is made clear that the application fees as mentioned above do not include bank charges. The candidates are instructed to write his/her full name in the depositor column while filling the bank deposit slip and the applicants should file the counter foil of the original bank deposit slip along with the application. The bank charge, if any, shall be borne by the applicant if the fee is deposited in any bank other than State Bank of India, Kalimpong.

The application fee is not refundable.

General Instruction:-

1. Application will be received on and from the date of publication of the advertisement. **The last date of receiving the filled up application is on 16.10.2023.** No application shall be entertained after 5.00 P.M of 16.10.2023 under any circumstance.
2. **Application will be received only by hand at the office of the District Legal Services Authority, Kalimpong from 26.09.2023 to 16.10.2023 during office hours from 11.00 AM to 5:00 PM. No other mode of application like ordinary post/speed post/ registered post/courier service/Email etc. will be entertained.**
3. Envelope containing application should be super scribed by the name of the post applied for the top i.e. **Application for the post of P.A./Stenographer DLSA, Kalimpong.**
4. The candidates are requested to provide three (3) Color Passport size photographs (2 to be self attested and another pasted on the application form). The candidates are also advised to write his/her name with father's/guardian's name at the back of the two additional photographs.

5. The candidate must submit a self-attested Photocopies of Academic Qualification along with the application, as per the eligibility criteria reflected above.
6. One self addressed envelope of the size of 25cm X 11cm with affixing requisite postage stamp should accompany the application.13. Educational Qualification: (Give self attested copy of supporting documents)
7. Defective/incomplete application and applications without full signature / photo will be summarily rejected.
8. If it is found during verification of testimonials at any stage that the candidate has acquired qualification as stated above, any date after the date of publication of this advertisement, his/her candidature shall be summarily rejected.
9. Admission to the test / examination will be deemed provisional, subject to verification and determination of the eligibility criteria of the candidates. If at any stage, a candidate is found to be ineligible for the tests in any respect, his/her candidature will be canceled without assigning any reason.
10. A candidate furnishing incorrect or false particulars or suppressing materials information, will be disqualified and if appointed, shall be liable for dismissal from service.
11. In case of any dispute, the matter shall be referred to the Recruitment Committee of District Legal Services Authority, Kalimpong.
12. The candidate already in services under Govt/Public sector undertakings and within the prescribed age limit must submit their application through proper channels with "no objection certificate" of the authority concerned.
13. Finally selected candidates will be permitted to join after submission of the Police verification Report & Medical examination. In case of any adverse Police Report of in the absence of Medical fitness of selected candidate, his/her candidature will be canceled and next qualified candidate will be substituted.
14. The panel to be formed on the basis of examination, shall remain in force for two years from the date of publication of final results.
15. A candidate who is not a citizen of India, or has pending criminal case touching moral turpitude is not eligible to

Sd/-

District Judge & Chairperson
District Legal Services Authority, Kalimpong

Memo No: 1381 /DLSA/KPG/2023

Date: 27/09/2023

- 1) The Ld. District and Sessions Judge, Kalimpong
- 2) The District Magistrate, Kalimpong
- 3) The Superintendent of Police, Kalimpong
- 4) The District Informatics Officer, NIC, Kalimpong. Please arrange to publish this notice on the website for wide circulation.
- 5) The System Assistant, District Judges' Court, Kalimpong. Please arrange to publish this notice on the website for wide circulation.

Format for Uploading Notice at Kalimpong District Website (<https://districts.ecourts.gov.in/kalimpong>)

English : EMPLOYMENT NOTIFICATION FOR THE RECRUITMENT OF A P.A./STENOGRAPHER.

Notice Category : Events/ Upcoming Events/ Announcement/ Recruitment / Tenders

Title	Description	Start Date	End Date	Attached File Name
Employment Notification No. 02/DLSA/DLSA/2023, Dated 27.09.2023 for recruitment of a P.A. / Stenographer under the Chairmanship of Ld. District Judge & Chairperson, District Legal Services Authority, Kalimpong.	District Legal Services Authority (DLSA), Kalimpong invites applications from the eligible Indian Citizens in the following prescribed format for preparation of a separate panel to fill up the post of one P.A./Stenographer on a temporary and Contractual basis	27.09.2023	16.10.2023	

PA/स्टेनोग्राफर स्टाफको भर्तीको लागि सूचना ।

सूचना वर्ग: घटनाक्रम/आगामी घटनाक्रम/घोषणा/टेंडर/भर्ती

नाम	विवरण	सुरु मिति	अन्तिम मिति	संलग्न फाइल को
भर्ती अधिसूचना 02/DLSA/DLSA/2023 कालेबुङ / मिति 27.09.2023, कालेबुङ जिल्ला न्यायाधीश र अध्यक्ष, जिल्ला कानूनी सेवा प्राधिकरण, कालेबुङ अन्तर्गत PA/स्टेनोग्राफरको सम्बन्धमा । कामदार होइन	जिल्ला कानूनी प्राधिकरण (DLSA) द्वारा अस्थायी र अनुबंध आधारमा PA/स्टेनोग्राफरको पद भर्तीको लागि छुट्टै प्यानल सिर्जना गर्न योग्य भारतीय नागरिकहरूबाट निम्न तोकिएको ढाँचामा आवेदनहरू आह्वान गरिएको छ ।	27.09.2023	16.10.2023	

APPLICATION FOR RECRUITMENT OF P.A/STENOGRAPHER.

Employment Notification No.

Dated:

To,
The Chairperson,
District Legal Services Authority,
Kalimpong.

Affix Recent
Signed
Passport Sized
Photograph

Madam,

I beg to apply for the post of P.A/Stenographer in the District Legal Services Authority, Kalimpong and the following are my details:

1. Full Name (Block Capital):
2. Name of the Father/Husband:
3. Date of Birth (Give supporting documents):
4. Sex (Male/Female/Others):
5. Nationality:
6. Religion:
5. Address(Permanent) :

6. Contact No.:
7. Email Id:

8. Address(Present):

9. Contact No.:
10. Email Id:

11. Whether belongs to SC/ST/OBC-A/OBC-B/E.C:
(Give self attested copy of supporting documents)
12. Physically handicapped(say yes/no):
(Give self attested copy of supporting documents)

13. Educational Qualification:

(Give self attested copy of supporting documents)

Examinations Passed	Year of Passing	Board/University	Total Marks obtained	Percentage of Marks

14. Do you have any knowledge in Computer: Operation/Typing? If so. give details.
(Give self attested copy of supporting documents)

15. Do you know manual Type-Writing: If so, give details (Give self attested copy of supporting documents)

16. Are you a Govt. Servant- Yes/No :
If so, give details.

17. Are you a Ex-serviceman- Yes/No :
If so, give details.

18. Other Qualifications, if any:
(Give self attested copy of supporting documents)

19. Please state the No. Date and amount:
of Bank Challan.

Challan No./Transaction ID No.

Date

Amount

DECLARATION

I hereby declare that (a) the statements made in this application are true, complete and correct to the best of my knowledge and belief and in the event of any information being found false, my candidature will be canceled. (b) (only for Government Servants) I have obtained "no objection certificate" from my Authority in writing [Strike out (b). If not applicable).

Yours faithfully.

Dated:

Place:

Enclo.:

(Full Signature of the Applicant)