

**OFFICE OF THE DISTRICT JUDGE-CUM-CHAIRMAN, DISTRICT LEGAL SERVICES AUTHORITY, SAMBALPUR**

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

**Dated, Sambalpur the 5<sup>th</sup> day of October, 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) /Jr. Clerk-cum -Typist of Taluk Legal Services Committee (TLSC). 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) 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 or DLSA or Jr. Clerk-cum-Typist of TLSC functioning under the territorial jurisdiction of Sambalpur DLSA as per decision of the appointing authority.

The decision of the **District Judge-cum-Chairman, District Legal Services Authority (DLSA), Sambalpur** 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:**

<b>Name of the Post</b>	<b>UR</b>	<b>SEBC</b>	<b>SC</b>	<b>ST</b>	<b>Total</b>	<b>Scale of pay</b>
Jr. Clerk, DLSA/ Jr. Clerk-cum- Typist, TLSC	01	Nil	01	01	03	Rs 8,880/-/-

NOTE : 1. The number of posts as indicated above may increase or decrease.

2. Reservation in respect of women, physically handicapped persons/Ex-Servicemen/ Sports Persons shall be as per applicable Rules.

ELIGIBILITIES OF THE CANDIDATES:

A candidate in order to be 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 **4.11.2019** (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 candidates are exempted from payment of the Examination fees.**

The candidates are required to submit their application forms 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 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, Sambalpur, At:- ADR Centre Building, Near Civil Courts Sambalpur** on or before **4.11.2019** either by Post or may be dropped in the box provided for the purpose during office hours on each working day. Applications received in the office after the last date by any means shall be summarily rejected.

**N.B.:-**

- (i) The envelope containing the application should be superscribed with the words "**APPLICATION FOR THE POST OF JUNIOR CLERK / JUNIOR CLERK-CUM-TYPIST**" at the top.

- (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) 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. CLERKS / 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
	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 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 into English   | 10 marks       |
| (c) | One English Passage to be translated into Oriya  | 10 marks       |
| (d) | Comprehension of one English passage             | 10 marks       |
|     |  | <hr/> 40 marks |

**Note - The standard required of a candidate shall be equal to that of +2 Certificate examination 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 and work and Time and Distance.

**Note -** 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 to be done on computer – Candidates shall be required to type out a passage of 400 words in English and 300 words in Odia.

**(vi) Viva-voce-**To test and assess suitability of a 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 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 recognized 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) Three self attested Passport size recent photographs (One is to be affixed in the application on the space provided).
- (h) Three Self-addressed envelopes affixing postal stamp of Rs.30/- on each for dispatch of call letters etc. by Regd post.
- (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 categories only.
- (k) Copy of Medical Certificate showing the physical disability issued by the appropriate authority duly self attested by the candidates thereon in respect of physically handicapped candidate only.
- (l) Two Character Certificates issued by Gazetted Officer/Medical Practitioner/Sarpanch etc.

Sd/-

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

### 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:
6. Present Address :
7. Date of Birth:  
Age as on **04.11.2019**:
8. 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

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. :
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**