

OFFICE OF THE CHAIRMAN, DISTRICT LEGAL SERVICES

AUTHORITY, SAMBALPUR

ADVERTISEMENT No.2

Dated, Sambalpur the 27th day of November, 2019

Applications in the prescribed format are invited from willing and desirous retired Court/ Govt. Employee to discharge duties of Head Clerk and Stenographer (One each for every D.L.S.A.) on consolidated pay of Rs. 25,000/ and Rs. 20,000/ respectively, on short term contract basis for a period of six months from the date of joining or till creation and filling up the post by regular basis which ever is earlier.

Name of the post	Vacancy	Remuneration
Stenographer	1	Rs. 20,000.00
Head Clerk	1	Rs. 25,000.00

Age: The age of the candidate should not be more than 64 years on the date of application.

Eligibility: The candidate must be a retired court / Govt. Employee.

Remuneration: The Monthly remuneration for Head Clerk is Rs.

25,000/-and for Stenographer is Rs. 20,000/-.

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** on or before **17.12.2019** either by Post or may be dropped in the box provided for the purpose on each working day. Applications received in the office after the last date by any means shall be summarily rejected.

N.B.:- For format of Application, Eligibility of candidates, Age, Date of Interview and other details kindly visit website viz.

www.districts.ecourts.gov.in/sambalpur and www.sambalpur.nic.in.

DATE OF INTERVIEW SHALL BE INTIMATED IN DUE COURSE

FORMAT OF APPLICATION

Application for engagement as Stenographer/ Head Clerk on short-Term Contract basis in District Legal Services Authority, Sambalpur.

(Please tick mark (√) for which post applied for)

1. Name of the Applicant :
2. Father's / Husband's Name :
3. Sex (Male / Female) :
4. Marital Status (Married /Unmarried) :
5. Permanent Address:
6. Present Address :
7. Contact No.
8. E-mail ID:
9. Date of Birth(**Age as on the date of application**):
10. Educational Qualification:
11. Religion :
12. Nationality :
13. Details of Experience (to be attached in separate sheet) (Annexure-I):
14. Attach two Character certificates issued by two Gazetted Officers / Medical Officer
15. Date of Retirement and Name of the Office where the applicant was last working, enclose the copy of P.P.O. . :
16. Whether any disciplinary proceeding is pending ? If yes, give the details:

Self attested passport Size Photograph
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DECLARATION

The information furnished above is true. I have carefully read the terms and conditions mentioned in Annexure I and those are acceptable to me. I certify that I have not concealed any fact which I am bound to disclosed.

Signature of the Applicant

Date

ANNEXURE – I

Period (Starting from the latest)	Name of Court / Government / Organization	Post Held at the time of retirement	Description of Duties Performed

Name :

Full Signature -

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) Two Self-addressed envelopes affixing postal stamp of Rs.30/-(thirty) on each.
- (d) One declaration regarding marital status showing to have one spouse living, if married.
- (e) Two Character Certificates issued by Gazetted Officer/Medical Practitioner/Sarpanch etc.

Sd/-
Chairman,
District Legal Services
Recruitment Committee,
Sambalpur.