

**OFFICE OF THE DISTRICT LEGAL SERVICES AUTHORITY, NAYAGARH**

**ADVERTISEMENT NO. 1 .**

**Dated this the 22<sup>nd</sup> Day of December, 2018.**

Applications in the prescribed format are invited from desirous **ST** candidates for recruitment to the post of Junior Clerk of District Legal Services Authority, Nayagarh. 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) Amendment Rules-2017.

The decision of the District Judge-cum-Chairman, District Legal Services Authority (DLSA), Nayagarh 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.

NAME OF THE POST	UR	SEBC	SC	ST	TOTAL	SCALE OF PAY
Junior Clerk, D.L.S.A.	--	--	--	01	01	Rs.8,880/-

**ELIGIBILITIES OF THE CANDIDATES:**

A candidate in order to be eligible for the above post:-

- a) Should have passed at least +2 examination conducted by C.H.S.E. 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 recognised institution and required to type out a passage of 400 words in English and 300 words in Odia in computer within 25 minutes.
- c) Age: The candidate shall not be less than 18 years of age and shall not be more than 32 years of age as on **17.01.2019** (Relaxation of age, wherever applicable shall be granted as per relevant Govt. Rules).
- d) Shall be good character.
- e) Shall be of sound health, good physique and free from organic defects or bodily infirmity.
- f) Shall have not more than one spouse living, if married.

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The **ST** candidates are exempted from payment of examination fees.

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. The candidates who are in Govt. Service are required to apply through proper channel.

**LAST DATE FOR RECEIPT OF APPLICATIONS:**

The application alongwith the required documents and self attested copies of certificates must reach the office of the Chairman, District Legal Services Authority, Nayagarh on or before **17.01.2019** either in person during the office hours of each working day or by Regd./Speed Post. Applications received in the office after the last date by any means shall not be taken into consideration.

**Note Below:**

- i) The envelope containing application should be superscript with the words **“APPLICATIONS FOR THE POST OF JUNIOR CLERK FOR THE DLSA, NAYAGARH”** 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 received of large number of applications the District Legal Services Recruitment Committee, Nayagarh reserves the right to short list the candidates.

**SCHEME OF EXAMINATION FOR THE POST OF JUNIOR CLERK**

	<b>Subject</b>	<b>Marks</b>	<b>Duration of Test</b>
<b>Part-I</b>	English	40	3 hours (with break of 15 minutes after each subject)
	Arithmetic	30	
	General Knowledge	30	
<b>Part-II</b>	Computer (Practical) Computer Typing Test	50 50	1 hour 25 minutes
	Viva Voce	50	Date to be fixed by the Recruitment

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Only successful candidates in the Part-I examination shall be called to appear in the test of Computer (Practical) and Computer Type Test and the candidates qualifying in the said tests shall be eligible to appear in the Viva-Voce Test.

No T.A./D.A. is admissible to the candidates for the purpose.

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) Comprehension of one English passage -10 Marks

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**Note:-** The standard required of a candidate shall be equal to that of +2 certificate examination conducted by the Counsel of Higher Secondary Education, Odisha.

- 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, website searching/browsing and downloading e-mail, use of pen- drive and other software etc. and programmes of accounting.

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- 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 HSC 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 Odisha 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 any equivalent examination.
- (e) Copy of self-attested mark sheet of the + 2 Examination or any equivalent examination.
- (f) Four self attested passport size recent colour photographs (one is to be affixed in the application on the space provided).
- (g) Two self addressed envelope properly stamped for despatch for call letter for Regd. Post affixing postal stamp of **Rs.30/-** each.

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- (h)** One declaration regarding marital status showing to have one spouse living, if married.
- (i)** Copy of caste certificate issued by the appropriate Authority duly attested by a Gazetted officer in respect of candidates belonging to ST category with signature of the candidate thereon.
- (j)** Copy of medical certificate showing the percentage of physical disability issued by the appropriate Authority duly attested by a Gazetted Officer with signature of the candidates thereon in respect of physically handicapped candidate only.
- (k)** Two Character Certificates issued by Gazetted Officer/Medical Practitioner/Sarpanch etc.

**S/d. G.Ch.Patnaik,  
Chairman,  
District Legal Services Recruitment Committee, Nayagarh.**

**FORMAT OF APPLICATION**

1. Name of the Candidate :  
( Block Letter )
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 **17.01.2019.**
8. Educational Qualification including Computer/qualification: (Attach attested copies)

Name of the Examination Passed	Name of the Board/University	Year of passing	Aggregate of marks secured	Total Marks	Grade Division (If any)	% of marks secured

9. Category: (ST):  
(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 certificate issued by two Gazetted Officers/Medical Practitioner/ Sarpanch, etc. (mention name, designation of the officers):
15. Cell No., 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.**