

OFFICE OF THE CHAIRMAN, DLSA., SONEPUR

ADVERTISEMENT 01 of 2020

Dated, 1st day of June, 2020

Applications are invited from willing and eligible Retired Court/Government Employees for engagement in the post of one Head Clerk on short term contract basis on consolidated remuneration of Rs. 25,000/- (Rupees Twenty Five thousand) only per month in the District Legal Services Authority, Sonepur for a period of Six months or till the post is filled up on regular basis, whichever is earlier.

Name of the Post	Vacancy	Monthly Remuneration
Head Clerk	01	Rs. 25,000/-

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/Government employee**.

LAST DATE OF RECEIPT OF APPLICATION:-

The application along with the required documents and self attested copies of certificates must reach to the Office of the District & Sessions Judge-cum-Chairman, District Legal Services Authority, Sonepur-767017 on or before **12.06.2020** either by post or in person 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 super scribed with the words "**APPLICATION FOR THE POST OF HEAD CLERK**" 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. The District Legal Services Recruitment Committee reserves the right to short list the candidates, if required.
- IV. Only eligible applicants shall be called to appear in the Walk-in-Interview.
- V. No Travelling allowance is admissible to the candidates.

For Format of Application, Eligibilities of the candidates, Age, date of Interview and other details kindly visit <http://ecourts.gov.in/odisha/Sonepur> and www.subarnapur.nic.in.

Date of Walk-In-Interview- Eligible candidates shall be called on **27.06.2020** for Walk-In-Interview.

Sd/-
Chairman,
District Legal Services Recruitment Committee,
Sonepur

LIST OF DOCUMENTS TO BE SUBMITTED ALONGWITH THE APPLICATION: -

- (a) Copy of self-attested Service documents in support of Retirement from Court/Govt. Offices.
- (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.25/-(twenty five) on each.
- (d) One declaration regarding marital status showing to have one spouse living, if married
- (e) Copy of Medical Certificate showing the physical fitness issued by the appropriate Authority duly attested and signature of the candidates thereon. .
- (f) Two Character Certificates issued by two Gazetted Officer/Medical Practitioner/Sarpanch etc.
- (g) The mobile number/ Land Line Number which are in working condition should be given by the candidates, so that verbal intimation to appear in the Walk-in-Interview can be given by this Authority.

Sd/-
Chairman,
District Legal Services
Recruitment Committee, Sonapur

FORMAT OF APPLICATION

1. Name of the Applicant :
2. Father's / Husband's Name :
3. Sex (Male / Female) :
4. Marital Status (Married /Unmarried) :
5. Permanent Address:

Self attested
passport Size
Photograph

6. Present Address :

7. Contact Number:

8. Date of Birth: -

9. Educational Qualification : (Attach attested copies)

Name of the Examination Passed	Name of the Board/ University	Year of Passing	Aggregate of marks secured	Grade Division (if any)	% of marks secured

10. Religion :

11. Nationality :

12. Attach two Character certificates issued by two Gazetted Officers / Medical Practitioner /Sarpanch, etc. (mention name, designation of the officers):

13. Details of experience (to be attached in separate sheet) (Annexure-I):

14. Place of Retirement & Name of the Office where the applicant was last working, enclose the copy of P.P.O./any authentic documents issued by the competent Authority.

15. Whether any disciplinary or Criminal proceeding is pending? If yes, give the details:

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 Applicant

ANNEXURE-I

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

Full Signature-