

**OFFICE OF THE DISTRICT JUDGE-CUM-CHAIRMAN DISTRICT
LEGAL SERVICES AUTHORITY, KENDRAPARA
ADVERTISEMENT No. 01 OF 2023 DATED 5TH JANUARY, 2023**

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

Applications in the prescribed format (shown separately) are invited from the eligible candidates for recruitment to **one post of Junior Clerk** for the Office of **District Legal Services Authority, Kendrapara** & **one post of Junior Clerk-cum-Typist for the Office of Taluk Legal Services Committee, Aul** under the control of the Chairman, District Legal Services Authority, Kendrapara. Appointments shall be on regular basis carrying level of pay as mentioned in the table below. The appointment shall be guided by Odisha Group "B", "C" and Group "D" posts (Repeal and Special Provisions) Rules, 2022 notified vide GA & PG Department, Government Odisha Notification No. 29076/Gen, dated 17.10.2022 .

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

Name of the Post	UR	SEBC	SC	ST	Total	Pay Matrix level & Scale of Pay (As per 7 th Pay Commission)
Junior Clerk, DLSA	--	--	--	01	01	Level-4 Rs.19,900-63,200/-
Junior Clerk-cum-Typist, TLSC	01	--	--	--	01	Level-4 Rs.19,900-63,200/-

ELIGIBILITY CRITERIA:-

A candidate in order to be eligible for the post must:

- (a) Have passed at least +3 examination (as per GA & PG Department Resolution No. 356 dated 29.11.2017 or such other qualification as are equivalent to +3 examination from a recognized Council/ Board/ University, as the case may be;
- (b) Have at least passed Diploma in Computer Application from a recognized institution;
- (c) Be able to speak, read and write Odia and have passed at least a test in Odia equivalent to the M.E. Standard;
- (d) Have knowledge in typing in English (40 words per minute) and in Odia (20 words per minute);

- (e) Be over 18 years and below 38 years of age (as per GA & PG Deptt. Notification dated 11.01.2022 as on 01.01.2023 (Relaxation of age, wherever applicable shall be granted as per relevant Govt. Rules);
- (f) Be of good moral character;
- (g) Have not more than one spouse living, if married.

FEES FOR EXAMINATION:-

The examination fee for all categories of Candidates has been exempted as per GA & PG Department Notification No. 9897/Gen, dtd. 11.04.2022.

LAST DATE FOR RECEIPT OF APPLICATIONS:-

The application form duly signed along with the required documents and self-attested true copies of certificates in a closed envelope must reach the **Office of the Chairman, District Legal Services Authority, Kendrapara, At-New Civil Courts Building, Ground Floor, Kendrapara-754211, District- Kendrapara on or before 04.02.2023** either by Post or in person during the office-hours on each working day.

N.B.:-

- (i) The Envelope containing the application and other required documents should be super-scribed with the words “**APPLICATION FOR THE POST OF JUNIOR CLERK/JUNIOR CLERK-CUM-TYPIST**” on its top.
- (ii) The Candidates are required to submit their applications being duly filled-in and signed by their own hand furnishing the required particulars as per the format given in the attached sheet. The candidates who are in Government Service are required to apply through proper channel.
- (iii) Non-compliance of any of the requirements mentioned in the Advertisement shall entail outright rejection of his/her application. Application, if found defective and/or incomplete in any respect and received in the office after the last date by any means, shall be summarily rejected.
- (iv) 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.CLERK/JR. 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 25 minutes
	Typing Test (on computer)	50	

- Only successful Candidates in the Part-I Examination shall be called to appear in the test of Computer Practical and Type test.
- No Travelling allowance is admissible to the Candidates.
- Date of Examination shall be intimated to the eligible Candidates in due course.

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	<u>10 marks</u>
		40 marks

(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 & work and Time & Distance.

Note-Problems more easily solvable by algebraic methods need not be required to be solved arithmetically.

(iii) **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.

(iv) **Computer Test (practical)-** To test the proficiency of the candidate to work in Microsoft Words, Excel and power point with adequate knowledge in 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.

(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.

LIST OF DOCUMENTS TO BE SUBMITTED ALONG WITH 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 or equivalent examination of recognized Council/Board/University as the case maybe.
- (c) Copy of self-attested +3 Examination or equivalent examination Certificate from recognized Council/Board/University as the case may be.
- (d) Copy of self-attested certificate showing to have passed at least Diploma

in Computer Application issued by a recognized Institute.

- (e) Copy of self-attested mark sheet of the H.S.C. Examination or equivalent examination.
- (f) Copy of self-attested Mark Sheet of the +2 Examination or equivalent examination.
- (g) Copy of self-attested Mark Sheet of the +3 Examination or equivalent examination.
- (h) Two self attested coloured pass-port size recent photographs with full signature of the candidate on its lower portion of front side (One is to be affixed in the application on the space provided).
- (i) Two self-addressed envelopes affixing postal stamp of Rs.25/- (twenty five) on each envelope.
- (j) One declaration regarding marital status showing to have one spouse living, if married.
- (k) Copy of self-attested Caste Certificate issued by the appropriate Authority in respect of Candidates belonging to Schedule Caste/Schedule Tribes and SEBC categories.
- (l) Copy of self-attested Medical Certificate showing the percentage of physical disability issued by the appropriate authority in respect of physically handicapped candidate only.
- (m) Two or original Character Certificates issued recently by two different Gazetted Officer /Medical Practitioner/Sarpanch, etc.

Sd/-

**Chairman,
District Legal Services
Authority, Kendrapara**

FORMAT OF APPLICATION

**(For the Post of Jr. Clerk/Jr. Clerk-cum-Typist under the District Legal Services Authority,
Kendrapara)**

1. Name of the Candidate (In Capital Letters):
2. Father's/Husband's Name:
3. Gender:
4. Marital Status (Married/Unmarried):
5. Permanent Address:

6. Present Address (For Communication purpose):

Affix Self
Signed recent
colour passport
Size Photograph

7. Date of Birth:
8. Age as on 01.01.2023:
9. Mobile No: E-Mail ID:-
10. Educational Qualification including computer qualification (Attach self attested copies of testimonials)

Name of the Examination Passed	Name of the Board/ University	Year of Passing	Total marks	Aggregate of marks secured	% age of marks secured	Grade/ Division (if any)
Matriculation						
+2 Arts/Science/ Commerce						
+3 examination or equivalent examination						
DCA						

11. Category:(SC/ST/SEBC/GEN/Sports person/Ex-Serviceman):
12. Whether A Person with Disabilities (Yes/No):
(If yes, attach supporting medical certificates issued by the Competent Medical Authority/Board)
13. Religion:
14. Nationality:
15. Employment Exchange Registration No. (If any)

DECLARATION

I do hereby declare that all the statements made in this application are true and correct to the best of my knowledge and belief and based on record. In the event of any information being found false/ fabricated my candidature / appointment shall be liable to be cancelled / terminated without any notice to me and I shall be liable to legal action.

Date:
Place:

Signature of the Applicant