

OFFICE OF THE DISTRICT JUDGE-CUM-CHAIRMAN, DISTRICT LEGAL SERVICES
AUTHORITY, KALAHANDI, BHAWANIPATNA.
WALK-IN-INTERVIEW

(For the posts of Head Clerk and Stenographer
(Retired persons to be absorbed)

ADVERTISEMENT

Applications are invited from retired Court/ Government employees within age group of 64 years as on date of application for the posts of Head Clerk and Stenographer for a period of one year from the date of joining or till creation and filling up of the posts by regular process. The last date of submission of filled up application form in prescribed format to the office of Chairman, District Legal Services Authority, Kalahandi, Bhawanipatna alongwith required documents is 15.07.2019.

Details of vacancies and Remuneration:

Sl.No.	Name of the Post	No. of vacancies	Consolidated pay per month
1	Head Clerk	1	Rs.25,000/-
2	Stenographer	1	Rs.20,000/-

. Applicants are requested to report before the Recruitment Committee on 21.07.2019 at 9.00 A.M. for an walk-in-interview (which shall consist of Skill Test and interview) in the office premises of the District Judge-cum-Chairman, District Legal Services Authority, Kalahandi, Bhawanipatna along with original testimonials in support of the application for verification, as enlisted under the heading “LIST OF DOCUMENTS TO BE SUBMITTED ALONG WITH APPLICATION”.

Job description:

Head Clerk: To deal with compliance of reports, Legal Aid Applications, various schemes, Legal Literacy Camps, Lok Adalat etc. and any work that shall be entrusted to him.

Stenographer: Taking dictation, attending computer typing and other works that shall be entrusted to him.

Eligibility Criteria

- (i) Retired employees who are below 64 years of age and are physically sound and mentally fit to work may be considered for appointment/ engagement who shall be selected in the Skill Test.
- (ii) An applicant may be considered for the above posts subject to condition that he/she has either worked in the said post or similar post at least for a period of 3 years before his/her superannuation.

- (iii) The engagement is purely temporary in nature and the engaged employee may be disengaged by giving one month notice without assigning any reason thereof. The decision of Committee would be binding and final.
- (iv) The retired employee shall submit an undertaking that he would abide by the rules and regulation and code of conduct as applicable to employee of Govt. of Odisha.
- (v) Further they are requested to submit an attested copy of their relieve order on superannuation and Xerox copy of Date of Birth Certificate (HSC) and shall produce the original at the time of verification.
- (vi) Persons with proven track record and past performance will only be considered.
- (vii) The retired employee against whom a vigilance case or departmental proceeding or Criminal prosecution is contemplated or pending or who has been penalized for misconduct during the period up to ten years preceding his/her retirement, or is member of political party will not be considered for engagement.
- (viii) The period of contractual engagement shall not be counted as Government Service for the purpose of pension and any other retirement benefit.
- (ix) The appointee has to furnish an undertaking at the time of joining as regards the truthfulness and correctness of the information furnished by him/her.
- (x) No TA/DA will be paid to the applicant for attending the interview.
- (xi) The applicants have to appear in the Skill Test as decided by the Committee. The Skill Test shall be followed by an interview. The applicants for the post of Stenographer may be dictated a Paragraph and correct typing to the dictation in the Computer would determine the factor for their Skill Test. The applicants of Head Clerk may be instructed to show their drafting skill for drafting a note on a specified subject to determine their skill.

LIST OF DOCUMENTS TO BE SUBMITTED ALONGWITH THE APPLICATION

- a) Copy of self attested H.S.C. examination certificate or any equivalent certificate in support of date of birth.
- b) Two self attested pass port size photographs(one is to be affixed on the application on the space provided)
- c) Two self addressed envelope duly stamped.
- d) Self attested service certificate/P.P.O.
- e) An undertaking that he/she is not a member of any political party and no vigilance case or departmental proceeding or criminal prosecution is contemplated or pending against him/her.

Sd/-

District & Sessions Judge-cum-Chairman
District Legal Services Authority,
Kalahandi, Bhawaniaptna

FORMAT OF APPLICATION

Post Applied for _____

Self attested recent pass port size photograph
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1. Name of the Candidate :
2. Father's / Husband's Name :
3. Sex (Male/ Female) :
4. Marital Status (Married / Unmarried):
5. Permanent and Present Address :
6. Date of Birth (enclose proof of DOB):
7. Age as on 15.07.2019 :
8. Contact No. :
9. E-mail ID :
10. Service details :

Date of entry into Govt. Service	Office from which retired and name of the Department	Ranks in which retired	Year of experience in the rank	Date of Superannuation	Remarks

11. Religion :
12. Nationality:
13. Contact No. and Email ID :
14. PPO No.

DECLARATION

I do hereby solemnly declare that the information furnished above is true and correct to the best of my knowledge. I declare that I had a sound track record during my service period. If at any time the information is found to be incorrect, I will be liable to disengaged without any reason thereof.

Place :
Date :

Signature of the Candidate.

Memo No.531(2) / Dt. 07.06.2019.

Copy forwarded to the System Assistant, District Court, Kalahandi, Bhawanipatna/ DIO, NIC, Collectorate Campus, Bhawanipatna for information with a request to upload the advertisement in your respective website for general information.

Sd/-
Secretary, DLSA,
Kalahandi, Bhawanipatna.

Memo No. 532(5) / Dt. 07.06.2019.

Copy forwarded to the Registrar, Civil Courts, Kalahandi, Bhawanipatna/ Addl. District Judge-cum-Chairman, TLSC, Dharmagarh/ J.M.F.C-cum-Chairman, TLSC, M.Rampur/ Jaipatna/Kesinga for favour of kind information with a request to exhibit the same in the notice board of their respective Courts and TLSCs.

Sd/-
Secretary, DLSA,
Kalahandi, Bhawanipatna.

Memo No. 533 / Dt. 07.06.2019.

Copy to the Notice Board of DLSA, Kalahandi, Bhawanipatna for general information.

Sd/-
Secretary, DLSA,
Kalahandi, Bhawanipatna.

Memo No. 533-A(4)/ Dt. 07.06.2019.

Copy forwarded to the Collector, Kalahandi, Bhawanipatna/ Sub-Collector, Bhawanipatna/ Tahasildar, Kalahandi/ BDO(Sadar), Bhawanipatna for information with a request to direct the office to exhibit a copy of the advertisement on the respective Notice Board.

Sd/-
Secretary, DLSA,
Kalahandi, Bhawanipatna.