

OFFICE OF THE CHAIRMAN, DISTRICT LEGAL SERVICES AUTHORITY, ANGUL

WALK-IN INTERVIEW

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

ADVERTISEMENT No. 02 /Dtd. 03.09.2016

Applications are invited from retired Court/ Government employees within age group of 64 years as on date of this advertisement 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.

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 appear before the Recruitment Committee on 18.09.2016 at 10.00 A.M. for an walk-in-interview (which shall consist of Skill Test and interview) in the Office of the Chairman, District Legal Services Authority, Civil Courts premises, Angul along with filled up application form in prescribed format with original testimonials in support of the application with 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 or he/she has not been penalized for misconduct during the period up to ten years preceding his/her retirement.

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 attends 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 for Head Clerk may be instructed to show their drafting skill for drafting a note on a specified subject to determine their skill.

Sd/- 03.09.2016

District & Sessions Judge-cum-
chairman, District Legal Services
Recruitment Committee, Angul

Memo No. 1138(2) dtd. 3.9.2016

Copy forwarded to the System Assistant, Civil Courts, Angul/DIO, NIC, Collectorate Campus, Angul for information with a request to upload the advertisement in your respective website for general information.

Jan 3.9.2016
Secretary,
District Legal Services Authority,
Angul

Memo No. dtd.

Copy forwarded to the Registrar, Civil Courts, Angul/ Addl. District Judge-cum-Chairman, TLSC, Talcher/ Civil Judge (S.D)-cum-Chairman, TLSC, Athamallik/ Civil Judge (J.D)-cum-Chairman, TLSC, Pallahara for favour of kind information and with a request to exhibit the same in the notice board of their respective Courts and TLSCs.

Secretary,
District Legal Services Authority,
Angul

Memo No. dtd.

Copy to the notice board of DLSA, Angul for general information.

Secretary,
District Legal Services Authority,
Angul

FORMAT OF APPLICATION

Post Applied for: _____

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 03.09.2016 :
8. Service details :

Self attested
recent
passport Size
Photograph

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

9. Religion :
10. Nationality :
11. Contact No and Email ID:

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