Applications on prescribed format are invited for filling up Three (3) posts of Clerk, one each in District Legal Services Authority, Kurukshetra, Mediation and Conciliation Centre, Kurukshetra and in Sub Divisional Legal Services Committee, Shahabad purely on temporary/contractual basis at prevailing rates fixed by the Deputy Commissioner, Kurukshetra initially for a period of one year or till the regular appointments are made by Haryana State Legal Services Authority, Panchkula whichever is earlier. The candidates, having the below mentioned qualifications may submit their applications till 16.04.2019 upto 4.00 PM in the office of undersigned.

1. **ELIGIBILITY CRITERIA**
   Applicant should be citizen of India.
   Applicant should not be less than 18 years and more than 42 years of ages as on last date of submission of application i.e. 16.04.2019.

2. **ESSENTIAL QUALIFICATION**
   Graduation degree or equivalent thereto from a recognized University.
   Matriculation with Hindi as one of the subject;
   Preference shall be given to the person holding higher qualification.

**Note:- Candidates shall have to take a written examination in the following subjects:-**

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Subject</th>
<th>Maximum</th>
<th>Qualification marks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>English Composition</td>
<td>100</td>
<td>50%</td>
</tr>
<tr>
<td>2.</td>
<td>General Knowledge</td>
<td>100</td>
<td>50%</td>
</tr>
</tbody>
</table>

No candidate shall be considered for appointment unless he obtains 55% marks in aggregate in the written examination and qualifies the type test in Hindi or English with minimum speed of 30 words per minute.

**The applicants should fulfill the condition of qualification on the last date of receipt of application i.e. 16.04.2019.**

3. **MODE OF SELECTION**
The applicants who fulfill the aforesaid qualification for the post of Clerk will be required to appear for the Written Test in the ADR Centre, District Court Complex, Kurukshetra on the date fixed which shall be intimated later on through telephone. Separate call letters will not be issued to the applicants.

4. LAST DATE

The applications should reach this office either by registered post or by hand well before the closing date i.e. 16.04.2019 upto 4.00 PM on the below mentioned address by mention on the top of the envelope:

“APPLICATION FOR THE POST OF CLERK”:-

The Chief Judicial Magistrate-cum-Secretary,
District Legal Services Authority,
Kurukshetra (Haryana)

The applications received after due date and time will not be entertained either through post or by hand.

5. GENERAL INSTRUCTIONS

1. The application should be on plain paper with recent photograph of candidates affixed thereon containing full particulars i.e. Name, Father/Husband’s Name, Date of Birth, Gender, Educational Qualification, Category, Permanent Address, Present Postal Address, Experience, Phone Number (must), Nationality, along with attested copies of relevant testimonials and one self addressed envelope affixing thereon a stamp of Rs.5/- properly stamped envelopes.

2. Incomplete applications shall not be entertained without giving any intimation to the applicant.

3. If on verification at any time before or after the said test, it is found that an applicant does not fulfill any of the eligibility condition, his/her candidature shall stand cancelled without any notice.

4. No TA/DA will be paid to any applicant for appearing in written examination or Interview.

5. This office shall not be responsible for any kind of postal delay.

6. In case of any query, applicant may contact the office of undersigned on the Telephone Helpline Number – 01744-220216

7. The above details are also available on the website of Haryana State Legal Services Authority i.e. http://hlsasa.gov.in/

Sd/-
Dated: 30.03.2019
Chief Judicial Magistrate-cum- Secretary/
Chairman, Selection Committee
District Legal Services Authority,
Kurukshetra.