

OFFICE OF THE DISTRICT LEGAL SERVICES AUTHORITY, FATEHABAD.

Applications are invited from general public to fill up 03 (Three posts of Clerk i.e. one post of Clerk in the office of DLSA, Fatehabad, one post of Clerk in Mediation Centre, Fatehabad and one post of Clerk in Sub Divisional Legal Services Committee, Tohana) posts of Clerk on outsourcing basis under Part-II of Outsourcing Policy for a period of one year or till the regular appointment is made, whichever is earlier. The candidates, who are having the below mentioned qualification may submit their applications till **09.08.2019 up to 04:00 P.M.** in the aforesaid office.

Educational Qualification & Selection Criteria:-

a) Graduation degree or equivalent thereto from a recognized University;

(b) 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:-

1. English Composition Maximum 100 Marks/ Qualification Marks 50 %
2. General Knowledge Maximum 100 Marks/ Qualification Marks 50 %

No Candidate shall be considered for appointment unless he/she 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.

Age:- Not less than 18 years and not more than 42 years as on 01.07.2019. Upper Age limit is relaxable as per instructions of the Government of Haryana issued from time to time.

Date & Place of Written Test for the post of Clerk- Written test for the post of Clerk will be held on **18.08.2019 (Sunday) at 11:00 A.M.** in District ADR Centre, Fatehabad. The candidates should reach at 10:00 A.M. positively. The written examination will comprise two parts i.e. one of General Knowledge of 100 marks and other of English Composition of 100 marks. General Knowledge test will be objective type carrying one mark of each. However, no candidate shall be considered to have qualified the written examination unless he obtains 50% marks in each

subject. Thereafter, the candidates equal to three times of the number of vacancy will be short-listed and they will have to qualify the type test (on computer) in English with minimum speed of 30 words per minute. The applicants who qualify the written test as well as type test will be called for interaction and checking of original testimonials.

Note:- If the number of applications exceeds two hundred then the undersigned reserves right to shortlist the candidates or re-scheduled the written test.

Last Date:- The applications should reach this office either by registered post or by hand well before the closing date i.e. **09.08.2019 up to 04:00 P.M.** on the below mentioned address by mentioning on the top of the envelop:

“APPLICATION FOR THE POST OF CLERK”:-

The Chief Judicial Magistrate-cum-Secretary, District Legal Services Authority, District ADR Centre, Fatehabad (Haryana).

GENERAL INSTRUCTIONS

- 1.** The application should be on plain paper, duly affixed with latest two passport size photographs on the top, containing detailed particulars i.e. Name, Father's/husband's name, Date of birth, Gender, Educational qualifications, Category if any, Permanent and Postal address with Cell phone number along with attested copies of relevant certificates i.e. Educational Certificates, computer diploma/certificate etc. besides two self addressed properly postal stamped envelopes, should reach this office either by registered post or by hand well before the closing date i.e. **09.08.2019**.
- 2.** Candidates are advised to submit their applications well in time to avoid late submission due to postal delay and they shall themselves be responsible for any such postal delay.
- 3.** No correspondence whatsoever shall be entertained in respect of incomplete applications or those which are received in this office after due date.
- 4.** No separate call letters shall be sent to the candidates for the interview/written test.

5. No TA/DA is admissible to any candidate appearing in the written test for the post mentioned above.

6. In case of any query, applicant may contact to the office of District Legal Services Authority, Fatehabad on the Telephone Number-01667-231174.

7. The above details are also available on the website of Haryana State Legal Services Authority i.e. <http://hslsa.nic.in/>.

8. The candidates are required to bring their original testimonials at the time of Written test/type test.

Sd-

Dated: 09.07.2019

Chief Judicial Magistrate-cum-Secretary,
District Legal Services Authority, Fatehabad.