

PUBLIC NOTICE

Applications are invited from the general public to fill up the following vacant posts on temporary/contract basis, as the case may be, for a period of six months or till regular appointments are made, whichever is earlier, on prevailing rates fixed by the Deputy Commissioner, Jhajjar under the Minimum Wages Act:-

Name of post	No. of Vacancy category-wise	Qualification												
Stenographer (Mediation and Conciliation Centre, Jhajjar)	01 (General)	(a) Graduation from a recognized University. (b) Speed of 100/20 words per minute in English Shorthand/Typewriting.												
Clerk (One for Mediation and Conciliation Centre, Jhajjar)	01(General)	(a) Graduation degree or equivalent thereto from a recognized University. (b) Matriculation with Hindi as one of the subjects preference shall be given to the person holding higher qualification. Note:- Candidates shall have to take a written examination in the following subjects:- <table border="1" data-bbox="732 1129 1321 1472"><thead><tr><th>Sr. No</th><th>Subject</th><th>Max marks</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>	Sr. No	Subject	Max marks	Qualification Marks	1.	English Composition	100	50%	2.	General knowledge	100	50%
Sr. No	Subject	Max marks	Qualification Marks											
1.	English Composition	100	50%											
2.	General knowledge	100	50%											

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 25 or 30 words per minute respectively.

No person shall be appointed to any post in the service by direct recruitment who is less than 18 years or more than 42 years of age on the last date of submission of application to this office. Any order/notification issued by the Government from time to time with regard to relaxation of age or any other concession in respect of SC/ST/OBC or

any other specific category of person shall apply mutatis mutandis subject to such variations, if any, as the state authority may specify.

Last date of receipt of applications is **09.04.2018**. No. application received thereafter shall be entertained in any case.

The candidate shall submit application on plain paper, duly affixed with his/her latest photograph on its top, containing details particulars i.e. name, father's/husband's name, date of birth, sex, educational qualifications, category, if any, permanent and postal address with cell number and experience, if any, alongwith attested copies of relevant certificates besides two self addressed properly stamped envelopes. The applications should reach this office either by registered post or by hand, well before the closing date i.e. **09.04.2018**

The application should be addressed to the "The Secretary, District Legal Services Authority, Jhajjar and should have a reference to the advertisement published in the newspaper or displayed on the Notice Board.

The prescribed Stenography test shall be held at D.H.Lawrence Sr.Sec.School Rohtak Road, Jhajjar at 11.00 AM on 29.04.2018. The candidates shall report at the centre for the test at 10:00 A.M. The candidates shall bring their own typewriter, shorthand note book and pencil.

The candidates who would qualify the prescribed Stenography test shall have to produce 'pass' certificate of State Eligibility Test in Computer Appreciation and Applications issued by HARTRON or any other agency as approved by the Government, within a period of six months of the date of joining on the post.


The candidates possessing the qualifications as detailed in Rule 10(6) of the Haryana Legal Services Authority Group B, C & D employees (Recruitment and Conditions of Service) Rules, 2016 shall be exempted from the prescribed State Eligibility Test in Computer Appreciation and Applications (SETC)

Written test for the aforesaid post of Clerk shall be held at **D.H.Lawrence Sr.Sec.School Rohtak Road, Jhajjar at 11:00 AM on 06.05.2018** . The candidates shall report at the venue latest by **10:00 AM**. The candidates shall bring their own clipboards. No candidate shall take any cellphone, gadget etc. in the Examination Hall. The candidates applying for the post of Clerk who qualifies the written test as given above shall be called for type test of Hindi or English later on. The candidates who would qualify the prescribed typing test shall have to produce 'pass' certificate of State Eligibility Test in Computer

Appreciation and Applications issued by HARTRON or any other agency as approved by the Government in this regard, within a period of six months of the date of joining the post. The candidates possessing the qualifications as detailed in Rule 10(6) of the Haryana Legal Services Authority Group B, C & D employees (Recruitment and Conditions of Service) Rules, 2016 shall be exempted from the prescribed State Eligibility Test in Computer Appreciation and Applications (SETC).

The recruitment/selection in respect of the aforesaid posts shall be conducted in accordance with the provisions/procedure prescribed under the Haryana Legal Services Authority Group B, C & D employees (Recruitment and Conditions of Service) Rules, 2016 and the instructions covering the subject issued by the Haryana Government from time to time.

Incomplete applications, without photograph, envelopes and attested copies of relevant certificates shall be straightway rejected without any information to the candidates.


Rajesh Kumar yadav
Civil Judge(Sr.Divn.)/CJM as
Secretary, D.L.S.A., Jhajjar

07/03/16