

ODISHA STATE LEGAL SERVICES AUTHORITY
CANTONMENT ROAD, SO-20,
CUTTACK -753001

No. 07/2017

Dated. 27.12.2017

Application in prescribed format as given below are invited for filling up of the following Group –C and Group-D posts in the office of Odisha State Legal Services Authority, Cuttack, Legal Assistance Establishment (Nyaya Sanjog) and in different District Level Mediation Centres on contractual basis. The initial appointment shall be governed by Odisha Group-“C” and Group-“D” Posts (Contractual Appointment) Rules, 2013 notified by the G.A. Department Notification No.32010-GAD-SC-Rules-0009-2013/Gen dated 12th November,2013 read with Odisha Group-“C” and Group-“D” Posts (Contractual Appointment) Amendment Rules, 2017 notified by the G.A. Department Notification No.-GAD-SC-Rules-0037-2017-19574/Gen dated 12th September,2017, and the Odisha State Legal Services Authority Rules, 1996 (as amended), as the case may be.

Sl. No.	Name of the post	No. of vacancies category wise	Monthly Remuneration
1.	Driver (Group-C)	ST- 01	Rs.8,880/-
2.	Peon (Group-D)	ST- 06 SC- 03 SEBC- 02 UR – 06	Rs.8,070/-

1. Selection Procedure

- A. Interested candidates may apply to the undersigned in the prescribed format given below.
- B. The Authority reserves the right to cancel/republish the advertisement or cancel/postpone the process of recruitment at any point of time without assigning any reason thereof.
- C. Only eligible & short listed candidates shall be called for an interview after a screening process.
- D. The list of short listed candidates will be made available in the Authority's website (www.oslsa.in).
- E. Reservation of vacancies for the Women, Sports Persons, Ex-Servicemen and Physically Handicapped persons shall be as per existing provisions of ORV Act.

2. Eligibility

The candidate must :-

- A. be a citizen of India ;
- B. not be below the age of 18 years and above 32 years of age as on the date of advertisement of the posts provided that the upper age limit in respect of reserved categories of candidates shall be relaxed in accordance with provisions of the relevant Acts, Rules, Orders or instructions of the State Govt. for the time being in force, for the respective categories;

- C. be of good character and sound health;
- D. have not any criminal antecedent or criminal case pending against him/her ; and
- E. have not more than one spouse living, if married.

2. **Educational Qualification**

- A. **For the post of Driver :-** The candidate must have passed 9th Class and must have a valid license to drive Light Motor Vehicle and must have five years experience in driving Light Motor Vehicle.
- B. **For the post of Peon :-** The candidate must have passed an examination up to Middle English Standard (Class-VII) & must be able to read, write and speak Odia and must know cycling .He/she should have adequate knowledge and skill in cleaning, and other official works.

3. **Scheme of Examination**

A. **Driver**

Sl. No.	Examination	Marks	Qualifying marks
1.	Written Examination To adjudge whether he possesses thorough knowledge about Traffic Rules and Regulations, Road Signs, knowledge of English Numerals and figures. Only those who qualify in the written test will be eligible to appear at comprehensive Practical Tests and Interview.	25	15
2.	Driving Skill To adjudge the driving skill of the candidate, Road sense, Road safety, Manners, Attitude and Behaviour.	50	30
3.	Mechanical Skill To adjudge whether the candidate possesses good knowledge of Petrol, Diesel & CNG Engines working, vehicle mechanism, technical aspect and whether he is able to locate fault, rectify and carry out minor running defects, to assess the ability to change wheels, correctly inflate tyres, clear carburettor and plug etc.		
4.	Interview a. To assess the personality, driving habit, behaviour, temperament of the candidate and his ability to act in case of emergency. b. To ask general technical questions, and adjudge the amplitude of the candidate including knowledge about maintenance of vehicle, safety precautions, fuel efficiency, automobile and general awareness and important location in the State of Odisha.	25	15

B. Peon

Sl. No.	Interview	Marks	Qualifying marks
1.	<p>a. To assess the personality, behaviour and temperament of the candidate.</p> <p>b. To assess the knowledge in Dak distribution, File arrangement, Official transactions, Bank and Treasury transactions etc.</p>	50	30

4. Documents to be enclosed along with the application

- A. Two copies of recent pass port size photographs duly self attested.
- B. Two Self addressed envelopes of the size 25cmsX 10 cms with required postage stamp.
- C. Self Attested copies of original certificates in support of age, educational, Driving license (for drivers), caste, and experience, if any.
- D. Application received without required documents will be summarily rejected.

(No TA/ DA will be allowed to attend the Recruitment Test.)

5. Mode of Application

- A. The applications should be addressed to the Member-Secretary, Odisha State Legal Services Authority, SO-20, Cantonment Road, Cuttack-753001. The envelope containing the application should be super scribed on the top "Application for the post of(Category of Post applied for)"
- B. Candidates are to apply through Regd. Post/ Speed Post only. The application must reach the undersigned on or before **5.00 P.M. of 25.01.2018**. No application will be received by hand. Applications received after due date or incomplete in any respect shall not be entertained and shall be liable for rejection. In-service candidates should apply through proper channel.

Sd/-

**Member-Secretary,
O.S.L.S.A., Cuttack**

FORMAT APPLICATION

APPLICATION FOR THE POST OF

1. Post applied for :
2. Name in full of the Applicant(in Block letters) :
3. Father's/Husband's Name :
4. Sex(Male/Female) :
5. Marital Status (Married/Unmarried) :
6. Contact Number :
7. Permanent Address :
8. Present Address :
9. Date of Birth as per Christian Era : _____ (b) Age: _____
(As on the date of Advertisement)
10. Educational Qualification: (Self attested copies of certificate in support of Education to be attached.)
11. Category: SC/ST/SEBC/GEN/ Sport Person/Ex-Serviceman : Strike out which is not applicable and attach the supporting documents issued by the competent Authority :
12. Whether physically/orthopedically handicapped:
(If yes, attach supporting medical certificates issued by the Competent Medical Authority Board)
13. Religion:
14. Nationality:
15. Employment Exchange Regd. No. with name of Employment Exchange if any:
16. Attach two Character Certificates issued by two Gazette Officer/Medical Practitioner/Sarpanch etc., (Mention Name, Designation of the Officers) :

**Self Attested
Passport size
Photograph**

DECLARATION

I do hereby solemnly affirm that the Statements made above are true and correct to the best of my knowledge and belief and based on record.

Place :
Date :

Signature of the Candidate