

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

No. 1 /2019

Dated.30.01.2019

Application in prescribed format as given below are invited for filling up of the following Group-D posts in different Permanent Lok Adalats (Public Utility Service), in short, PLA (PUS) 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.	Peon (Orderly and Office) / Process Server (Group-D)	ST- 03 SC- 02 SEBC- 02 UR - 08	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 (Viva-voce) 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 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.

3. **Educational Qualification**

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.

4. **Scheme of Examination**

Sl. No.	Interview	Marks	Qualifying marks
1.	a. To assess the personality, behaviour and temperament of the candidate. b. To assess the knowledge in Dak distribution, File arrangement, Official transactions, Bank and Treasury transactions etc.	100	50

5. **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 postage stamp worth Rs.25.00 for each envelope.
- C. Self Attested copies of original certificates in support of age, educational, caste, and experience, if any.
- D. Two recent Character Certificate issued by two separate Gazette Officer/ Medical Practitioner/ Sarpanch etc. (Mention Name, Designation of the Officers).
- E. Application received without required documents will be summarily rejected. (No TA/ DA will be allowed to attend the Viva-voce Test.).

6. **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 Peon (Orderly and office)/ Process Server.
- 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 15.02.2019**. 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 OF APPLICATION

APPLICATION FOR THE POST OF PEON (ORDERLY AND OFFICE)/PROCESS SERVER

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/un-married) :
6. Contact No. :
7. Permanent Address :
8. Present Address :
9. Date of Birth as per Christian Era : (a) _____
(b) Age : _____ year _____ month _____ days (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) :
(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 Certificate issued by the competent Medical Authority Board)
13. Religion :
14. Nationality :
15. Employment Exchange Registration No., with name of Employment Exchange (if any) :

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.

(Signature of the candidate)

Place:

Date :