

**OFFICE OF THE DISTRICT LEGAL SERVICES AUTHORITY,
DAKSHIN DINAJPUR AT BALURGHAT.**

No. 339 / 2016 /DLSA-DD,

Dated, Balurghat, the 1st day of March, 2016

Application from the eligible Indian Citizens in the following prescribed format are invited for preparation of panel to fill up the existing vacancy of the post of **Stenographer for the District Legal Services Authority, Dakshin Dinajpur** and of the post of **LD Assistant as Secretary-cum-Accountant for the Sub-Divisional Legal Services Committee (SDLSC), Gangarampur at Buniadpur.**

The appointment will be made purely on a temporary and contractual basis for a period of one year or till regular filling up of the posts as per recruitment rules whichever is earlier. There will be an express condition, inter alia, in the contract that such engagement will not be regularised in future in any manner whatsoever.

Name of post	No. of vacancy	Contractual consolidated emoluments	Educational qualification	Other qualification	Reservation.
Stenographer (English) for DLSA, Dakshin Dinajpur at Balurghat	01	Rs. 8000/- per month	H.S. Pass with Diploma/ Certificate in Stenography	1) Knowledge of English Stenography. Speed in shorthand @ 80 words per minute. 2) Type (English) speed @ 40 words per minute. 3) Knowledge of computer & printer operation.	Unreserved.
LD Assistant as Secretary-cum- Accountant for SDLSC, Gangarampur at Buniadpur	01	Rs. 8000/- per month	H.S. Pass	1) Knowledge of computer & printer operation.	Unreserved.

Eligible Age: Not less than 18 years and not more than 40 years as on 01.01.2016. Age relaxation for SC/ST/OBC candidates will be made as per Govt. rules.

Examination fee: Not required.

Last Date of receiving the Application: The application by hand /by post must be submitted in a closed envelope in 'Drop Box' at ADR Centre (Ground floor), District Court complex, Balurghat, Dakshin Dinajpur within **05:00 p.m. on or before 31st March, 2016.**

Mode of Examination:

1) For Stenographer: The examination shall consist of written examination covering English, Arithmetic, General Knowledge etc. **of 100 (Hundred) marks** (No Negative marking) followed by **Dictation & Transcription:** Dictation lasting for 10 minutes @ 80 words per minute followed by transcription of notes in candidate's own handwriting for 40 minutes carrying **50 (Fifty) marks**. **Type Test:** Type from a manuscript accurately on the Type writer, to be brought by the candidate concerned @ 30 words per minute. The test will be for 10 (ten) minutes carrying **50 (Fifty) marks**. On the basis of the result of written, Dictation & Transcription and Type Test a number of successful candidates will be called for **Computer test carrying 10 (Ten) marks and Interview/Personality Test carrying 10 (Ten) marks**. It is also resolved that Candidates for the post of Stenographer must bring their own Typewriter at their own cost up to the examination venue.

2) For LD Assistant as Secretary-cum-Accountant: Written examination covering English, Arithmetic, General Knowledge etc. **of 100 (Hundred) marks** (No Negative marking). On the basis of the result of Written examination a number of successful candidates will be called for **Computer test carrying 10 (Ten) marks and Interview/Personality Test carrying 10 (Ten) marks**.

N.B: Candidates are requested to go through the following instructions before filling up the Application Form:

- (1) Each application in prescribed format to be submitted in closed envelope with name of the post applied for duly written at the top of the envelope and addressed to: **The Chairman, Recruitment Committee, DLSA, Dakshin Dinajpur at Balurghat, ADR Centre, District Court Complex, P.O. & P.S. Balurghat, Dist. Dakshin Dinajpur, Pin: 733101**. Each application must be accompanied by **(i) Self Attested** photocopies of (a) Age Proof: Birth Certificate/ Admit Card of Madhyamik or equivalent Examination, (b) One Photo identity proof (Voter-ID/ Aadhar/ Passport/ Driving License), (c) Caste certificate issued by Competent Authority, (d) Testimonials related to educational & other qualifications (as mentioned in the application format), **(ii) Two self addressed** envelope (25 cm. × 11cm.) with postal stamp of Rs. 5/- affixed on each envelope, **(iii) Two copies of Dully filled up Admit Cards**.
- (2) Candidates called for the test/interview shall be required to appear at their own expense.
- (3) If at any stage of the process of recruitment, a candidate is found to be ineligible, his/her candidature shall be cancelled without making any reference to him/her and without assigning any reason.
- (4) Candidate having pending criminal case touching moral turpitude will invite disqualification.
- (5) A candidate furnishing incorrect or false particulars or suppressing material information, will be disqualified, and if appointed, shall be liable for dismissal from service.
- (6) The Recruitment Committee reserves the right to make short list of successful candidate and to offer appointment to the selected candidate at any place of the judgeship of Dakshin Dinajpur and not according to the choice of the applicant.
- (7) The recruitment Committee reserves the right to alter/modify/add or any condition at any stage of the recruitment process.
- (8) In case of any dispute, decision of the Recruitment Committee shall be final.
- (9) **The application by hand /by post must be submitted in a closed envelope in 'Drop Box' at ADR Centre (Ground floor), District Court complex, Balurghat, Dakshin Dinajpur within 05:00 p.m. on or before 31st March, 2016.**
- (10) Application reaching after the last date shall not be considered, even though the same are posted well in advance.
- (11) Candidates already in service under Govt./Public sector Undertakings, and within the prescribed age limit, must submit their applications through Proper channel with the "No Objection" certificate of the concerned Authority.

Sd/-
Chairman
Recruitment Committee
DLSA, Dakshin Dinajpur

APPLICATION FORMAT

Application for the post of

To
The Chairman, Recruitment Committee
DLSA, Dakshin Dinajpur at Balurghat
P.O. & P.S. - Balurghat,
Dist. - Dakshin Dinajpur,
Pin – 733101

One recent
passport size
photograph duly
signed by the
candidate to be
pasted here by the
candidate.

Sir

I beg to apply for the above mentioned post and I beg to submit my particulars as per prescribed format, given below:-

- 1. Full Name (in block letter) :
- 2. Name of Father/Husband :
- 3. Date of Birth : (dd/mm/yyyy)
(attach self attested copy of age proof)
- 4. Actual age as on 01.01.2016 :
- 5. Sex :
- 6. Nationality :
(give self attested copy of Photo Identity Card)
- 7. Religion :
- 8. Category : Unreserved / SC / ST / OBC.
(attach self attested copy of caste certificate)
- 9. Present Address (with Pin code) :
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- 10. Permanent Address (with Pin Code) :
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11. Mobile No : 1.
 2. (Alternative No. if any)

12. Educational qualification:
 (give self-attested supporting documents) :

Examination passed	Year of passing	Board/ Council/ University	% of Marks

13. Have you any knowledge in computer operation & Typing? If so, give details.
 (enclose self attested photocopy of certificate)

14. Do you know shorthand (English) :
 If so, give details. [**For Stenographer**]
 (give self attested supporting documents)

15. Are you in Govt. service- Yes/No :
 If yes give details and enclose
 "No objection"

16. Other qualification if any :
 (give self attested supporting documents)

Declaration

I, hereby declare that all statements made in this application are true, complete and correct to the best of my knowledge and belief and in the event of any information being found false, my candidature shall be liable to be cancelled.

Date:

Yours faithfully

Place:

(Full Signature of the candidate)

Enclosures:

(Two Copies of this ADMIT CARD dully filled in are to be enclosed with the application form)

One recent passport size photograph duly signed by the candidate to be pasted here by the candidate.

ADMITCARD

Staff Recruitment Examination, 2016 for the DLSA, Dakshin Dinajpur
under the Judgeship of Dakshin Dinajpur.

(For Office use only)

Roll No. :
Date of Examination :
Time of Examination :
Venue :

(To be filled up by the candidate)

Name of the Post applied for :
Name of the candidate (in block letter) :
Father's / Husband's Name :

Address :

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**Chairman
Recruitment Committee
DLSA, Dakshin Dinajpur**

(Instruction for candidates on admit card)

- 1) The candidate must bring with him/her Admit Card. No candidate shall be allowed to sit for the Test without the Admit Card.
- 2) The candidate must bring his/her own pen, pencil. Use of the calculator shall not be allowed in the test. Use of Pager, Mobile Phone and other electronic gadgets is strictly prohibited within the premises of the examination centre while the test is on.
- 3) The candidate must remain present at the venue at least an hour before the commencement of the test. Sitting arrangement will be notified there. No candidate will be allowed to enter the examination centre after 15 minutes of the scheduled time of commencement of the written test.
- 4) The candidate must write his / her name and shall put in his / her signature and Roll No. only in the space exclusively provided for the purpose. He /She must not write his / her name/Roll No. elsewhere in the Answer Script. Writing of his / her name Roll No. in any other place shall make the candidature liable to be cancelled.
- 5) Any alteration in the entire on the Admit Card without the authority of the District Recruitment Committee shall render the candidate liable to be disqualified for the test.
- 6) Admission to the examination is purely provisional. If at any stage subsequent to issuance of this Admit Card, the candidate is found on verification by the Authority concerned to be ineligible for admission to the examination / test, in terms of the relevant Employment Notice, his / her candidature shall be cancelled without any further reference to him / her.
- 7) Any sort of malpractice shall be severely dealt with.
- 8) No candidate will be allowed to submit the answer script before completion on one hour from the scheduled time of commencement of the examination. No candidate will be allowed to leave the examination hall without submitting the answer script.
- 9) No Travelling Allowance will be borne by the office for the purpose.
- 10) In case of any dispute, the decision of the appropriate authority shall be final.
- 11) Candidate for the post of Stenographer must bring Shorthand Note Book, pen /pencil. Shorthand Note sheer/s (to be supplied by the office) before leaving the Examination Room.
- 12) Candidates for the post of stenographer must bring their own Typewriter at their own cost.**