



OFFICE OF THE DISTRICT LEGAL SERVICES AUTHORITY, JHARGRAM
District Judges Court Complex, Jhargram, PIN-721507
Telephone No-03221-255119 E-mail: jhargramdlsa@gmail.com

NOTIFICATION FOR THE RECRUITMENT OF 01 P.A. / STENOGRAPHER ON CONTRACTUAL BASIS FOR THE DISTRICT LEGAL SERVICES AUTHORITY (DLSA), JHARGRAM.

Employment Notification No. 04/DLSA/JGM/2023

Dated 13.07.2023

District Legal Services Authority (DLSA), Jhargram invites applications from the eligible Indian Citizens in the following prescribed format for preparation of a separate panel to fill up the post of one P.A./Stenographer on a temporary and Contractual basis. **Preference may be given to the candidates of residents of Jhargram district.**

The application is to be addressed in the prescribed format along with necessary documents to "The Chairman, District Legal Services Authority (DLSA) Jhargram, at P.O & Dist-Jhargram, Pin Code -721507". Any application is liable to be canceled for not furnishing necessary particulars/documents and for any sort of defects in filling up the application form and also for any error/emission to follow the instruction stated therein after.

Details of Vacancy, Scales of pay, Application Fees, Eligibility Criteria, Mode of Examination and Instructions are given below in brief —

Name of the post	No.of Vacancies	Application fees	Remuneration/Consolidated Pay	Educational Qualification	Age as on 01.01.2023
P.A./ Stenographer	01 Nos. (UR)	Rs. 350/- (Rupees Three Hundred Fifty Only).	Rs.13500/- per month along with yearly increment at the rate of 3%.	Higher Secondary pass having diploma/certificate in Stenography and also having knowledge in Computer and Printer Operation.	18-40 years

Selection Procedure:- Selection of candidates will be through First and Second Phase Examination.

- The First Phase Examination:** The candidates shall have to appear in a written examination consisting conventional questions of papers i.e. **1) Translation from English to Bengali (20 Marks) and 2) Framing of Sentences(20 Marks).** The question paper will be in English language and the total marks for the written examination will be 40(20+20). The duration of examination **will be 1(One) hour.** The standard of written examination shall be similar to madhyamik or secondary Education.
- The Second Phase Examination:** On the basis of the result of the written examination of First Phase, a number of candidates shall be selected according to merit and shall be called for 2nd Phase Examination of Stenography Test and test in Computer operation. Total marks for second phase examination will be 60(40+20).



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The total marks of the examination(Phase 1 and Phase 2) will be 100. On the basis of the total marks obtained in the written examination and Stenography Test and test in Computer operation, a final panel will be prepared according to merit.

Exact Date, Time and Venue for examination/interview will be intimated to the eligible candidates in due course through candidate's Email and Whatsapp as well as such information will be also available in the official website of District Judge, Jhargram — <http://www.djjhargram2019@gmail.com>

How to Apply:-

Interested and eligible candidates may apply offline in the prescribed format along with self-attested Photocopies of Madhyamik Admit Card, marksheets and Certificates of all the Academic Qualifications, Voter card/Aadhar card, 3 Color Passport size photographs (2 photographs to be self attested and another pasted on the application form) and one self addressed envelope affixing requisite postage stamp addressed to **"The Chairman, District Legal Services Authority, Jhargram"**. **Address:-District Judges' Court Complex, Jhargram, Pin- 721507.**

How to pay the application fees:-

The applicants are directed to deposit **Rs. 350/-**(Rupees Three Hundred Fifty Only) as application fees in current **bank account no. 40220933200**, IFSC Code no. SBIN0000103, of State Bank of India, Jhargram in the name of 'District Legal Services Authority, Jhargram' directly. It is made clear that the application fees as mentioned above do not include bank charges. The candidates are instructed to write his/her full name in the depositor column while filling the bank deposit slip and the applicants should file the counter foil of the original bank deposit slip along with the application. The bank charge, if any, shall be borne by the applicant if the fee is deposited in any bank other than State Bank of India, Jhargram. **The application fee is not refundable.**

General Instruction:-

1. Application will be received on and from the date of publication of the advertisement. **The last date of receiving the filled up application is on 31.07.2023.** No application shall be entertained after 5:00P.M of 31.07.2023 under any circumstance.
2. **Application will be received only by hand at the office of the District Legal services Authority, Jhargram from 15.07.2023 to 31.07.2023 during office hours from 11.00 AM to 5.00 PM. No other mode of application like ordinary post/speed post/ registered post/ courier service/Email etc will be entertained.**
3. Envelope containing application should be super scribed by the name of the post applied for at the top i.e. **Application for the post of P.A. / Stenographer DLSA, Jhargram.**
4. The candidates are requested to provide three (3) Color Passport size photographs (2 to be self attested and another pasted on the application form). The candidates are also advised to write his/her name with father's/ guardian's name at the back of the two additional photographs.
5. The candidate must submit a self-attested Photocopies of Academic Qualifications along with the application, as per the eligibility criteria reflected above.



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6. One self addressed envelope of the size of 25cm X 11cm with affixing requisite postage stamp should accompany the application.
7. Defective/ incomplete applications and applications without full signature/ photo will be summarily rejected.
8. If it is found during verification of testimonials at any stage that the candidate has acquired qualification as stated above, any date after the date of publication of this advertisement, his/her candidature shall be summarily rejected.
9. Admission to the test/examination will be deemed provisional, subject to verification and determination of the eligibility criteria of the candidates. If at any stage, a candidate is found to be ineligible for the tests in any respect, his/her candidature will be canceled without assigning any reason.
10. A candidate furnishing incorrect or false particulars or suppressing materials information, will be disqualified and if appointed, shall be liable for dismissal from service.
11. In case of any dispute, the matter shall be referred to the Recruitment Committee of District Legal Services Authority, Jhargram.
12. The candidates already in service under Govt./Public sector undertakings and within the prescribed age limit must submit their applications through proper channels with "no objection certificate" of the authority concerned.
13. **The candidate who is accused or convicted of a criminal case, is not eligible to apply.**
14. Finally selected candidates will be permitted to join after submission of the Police verification Report & Medical examination. In case of any adverse Police Report or in the absence of Medical fitness of selected candidate, his/her candidature will be canceled and next qualified candidate will be substituted.
15. The panel to be formed on the basis of examination, shall remain in force for two years from the date of publication of final result.

Sujasha Mukherji
District Judge & Chairman,

District Legal Services Authority, Jhargram.

**District Legal Services Authority
Jhargram**

dated Jhargram, the 13th July- 2023

Memo No: 627(5) /DLSA/JGM/2023

Copy forwarded for information and necessary action towards publication of this notice through notice board to

- 1) The Ld. District and Sessions' Judge, Jhargram;
- 2) The District Magistrate, Jhargram;
- 3) The Superintendent of Police, Jhargram;
- 4) The District Informatics Officer, NIC, Jhargram. Please arrange to publish this notice on the website for wide circulation;
- 5) The System Assistant, District Judges' Court, Jhargram. Please arrange to publish this notice on the website for wide circulation;

District Judge & Chairman,
District Legal Services Authority, Jhargram.