

PUBLIC APPOINTMENTS

STATE LEGAL SERVICES AUTHORITY, UNION TERRITORY, CHANDIGARH

(Additional Deluxe Building, Sector-9, Chandigarh.)

Applications on prescribed Performa (mentioned below) are invited by 13-06-2014 upto 5.00 p.m. from eligible candidates for filling up the posts mentioned below, on temporary basis in the State Legal Services Authority, Union Territory, Chandigarh as per details given below:-

Sr. No.	Name of the post and Pay scale (Rs.)	No. of Post	General	Reserv ed for SC	Reserv ed for OBC	Reserv ed for VH
1.	Law Officer 10300-34800 +4200 Grade pay	1	-	-	-	1
2.	Senior Scale Stenographer 10300-34800+4400 Grade pay	1	1	-	-	-
3.	Librarian, (against, lien vacancy) 10300-34800+3200 Grade pay	1	1	-	-	-
4	Steno-Typist 10300-34800+3200 Grade pay	3	3	-	-	-
5	Accounts Clerk, (against, lien vacancy) 10300-34800+3200 Grade pay	1	1	-	-	-
6	Clerk/Clerk-cum-Typist/ Ahlmad/CDEO 10300-34800+3200 Grade pay	1	-	1	-	-
7.	Driver 5910-20200+2400 Grade pay	1	1	-	-	-

Educational qualifications, experience and Age for the above said posts is asunder:-

Name of the Post	Qualification and Experience	Age
Law officer	First Class Degree in Law of a recognized University or Second class degree in law with a practice at the Bar for minimum period of two years or experience of working on a legal post in a Government/ reputed Pvt. Organization for a minimum period of two years.	Between 18 years to 27 years (Relax able for departmental candidates up to 35 years for appointment by direct recruitment and up to 5 years for other government servants in accordance with the instructions of the Government in India.
Senior Scale Stenographer	Bachelor's degree from a recognized university or its equivalent. Five years experience in stenographer (English) line in a reputed concern or public sector/private sector or in the Govt. Department. Speed of 120 words per minutes in stenographer (English) and speed of 30words per minute in transcription the same	Between 21 to 30 years (Relax able for departmental candidates up to 35 years for appointment by direct Recruitment and up to five years for other Govt. servants in accordance with the instructions of the Govt. of India).
Librarian (against,lien vacancy)	Bachelor of Library Science having two years working experience as Such.	Between 18 to 25 years (Relax able for departmental candidates up to 35 years for appointment by direct Recruitment and up to five years for other Govt. servants in accordance with the instructions of the Govt. of India).
Steno-Typist	Bachelor's degree and proficiency in Operation of Computer (Word processing and spread sheets) and Speed of 80 words per minute in in stenographer (English) and speed of 20 words per minute in transcription the same.	Between 18 years 25 years (Relax able for departmental candidates up to 35 years for appointment by direct Recruitment and up to 5 years for other Govt. servants in accordance with the instructions of the Govt. of India).
Accounts Clerk (against lien vacancy)	Bachelor's degree having Math and Commerce as compulsory subjects and 3 years experience in the line.	Between 18 years 25 years (Relax able for departmental candidates up to 35 years for appointment by direct Recruitment and up to 5 years for other Govt. servants in accordance with the Instructions of the Govt. of India).
Clerk/Clerk-cum-Typist/ Ahlmad/ CDEO- (S.C)	Bachelor's Degree and proficiency in operation of Computer (Word Processing and Spread sheets) and a speed of 30 words per minute in English type-writing and six months certificate in computer/ data entry course.	Between 18 years 25 years (Relax able for departmental candidates up to 35 years for appointment by direct Recruitment and up to 5 years for other Govt. servants in accordance with the Instructions of the Govt. of India).
Driver	Matric pass from a recognized Board/ Institution, Driving Licence of Light Transport vehicles (LTVs) having 5 years experience for driving a light transport vehicle.	Between 18 to 25 years (Relax able for departmental candidates up to 35 years for appointment by direct recruitment and up to 5 years for other Government servants in accordance with the instructions of the Government of India

The criteria for filling up of the above said posts (post-wise) is as under :-

1. For the post of Law Officer

- i) Written Test : 90 Marks
- ii) Interview : 10 Marks

All the eligible candidates will be called for written test containing subject of Law, General Knowledge, Current affairs, History, Aptitude, Reasoning etc. Each right answer will carry 01 mark and for each wrong answer 0.25 mark (1/4th mark) will be deducted. Duration of the paper shall be 2 hours. The candidates scoring 45 marks or above shall be called for interview.

2. For the post of Senior Scale Stenographer

- i) Stenography Test: 90 Marks
- ii). Interview: 10 Marks
- iii). All the eligible candidates will be called for Stenography Test at the speed of 120 words per minutes in stenographer (English) and speed of 30words per minute in transcription of the same.
- iv). One mark will be deducted for each mistake.

3. For the post of Steno-Typist

- i). Stenography Test : 90 Marks
- ii). Interview : 10 Marks
- iii). All the eligible candidates will be called for Stenography Test at the speed of 80 WPM (English) and a speed of 20 WPM in transcription the same on Computer.
- iv). One mark will be deducted for each mistake.

4. For the post of Clerk/Clerk-cum-Typist/Ahlmad/CDEO-(S.C)

- i). Typewriting Test on Computer : (Qualifying Test)
- ii). Written Test : 90 Marks
- iii). Interview : 10 Marks
- iv). All the eligible candidates will be called for typewriting test at the speed of 35 w.p.m on Computer.
- v). The candidates who qualify the typewriting test will be called for written test. There will be one paper only with two sections. The duration of the paper will be for 2 hours. Breakup of marks section-wise as follows:-
 - a. General Knowledge including Mental Ability, Logical Reasoning, IT, Current Affairs, History, Politics, etc : 70 Marks
 - b. Proficiency in English Language and Grammar : 20 Marks

Note:- No candidate will be considered to have qualified in the written test unless or until he/she obtains atleast minimum qualifying 28 marks out of 70 and

08 marks out of 20 i.e., the candidate will have to qualify the test by obtaining the minimum 36 marks in the ratio, ibid.

5 For the post of Accounts Clerk

- i) Written Test : 90 Marks
- ii) Interview : 10 Marks
- iii) All the eligible candidates will be called for written test in which the questions to test the knowledge of accounting analytical ability, reasoning, general knowledge and English language shall be included. The merit list of the candidates will be prepared according to marks obtained by them in the written test and interview.

6. For the post of Librarian

- i). Written Test : 90 Marks
- ii). Interview : 10 Marks
- iii). All the eligible candidates will be called for written test in which the questions to test the skills for library management, analytical ability, reasoning, general knowledge and English language shall be included. The merit list of the candidates will be prepared according to marks obtained by them in the written test and interview.

7. For the post of Driver

- i). Written/Driving Test : 90 Marks
- ii). Interview : 10 Marks
- iii). All eligible candidates will be called for Driving skill Test. Only the candidates clearing the driving skill test will be eligible to appear in written test (objective test) comprising 90 questions carrying one mark each based on (i) knowledge of Motor Vehicle Act and traffic rules (ii) knowledge of vehicle repair/maintenance and (iii) basic knowledge of First Aid. The merit list of the candidates will be prepared accordingly to marks obtained by them in the written test and the interview.

Note :

1. The candidate will apply for the above said posts in the placed below prescribed format alongwith latest passport size self attested photograph duly pasted, two self addressed envelopes (size 23 X 10 cm) with postage stamp of Rs. 6/- affixed each thereupon and application fee of Rs. 100/- in the shape of Demand Draft payable at Chandigarh, drawn on any nationalized Bank in favour of Member Secretary, State Legal Services Authority U.T., Chandigarh. The name of the post applied for be clearly indicated on the envelope in which the application form is submitted. Visually Handicapped persons will be exempted from the application fee.
2. Only such persons who suffer form not less than 40 per cent of relevant disability as certified by a medical authority would be eligible for the post reserved for Visually Handicapped.
3. (i) No person shall be recruited to the post by direct appointment if he does not fall within such range of minimum and maximum age limits as may be specifically fixed by the Chandigarh Administration as per Schedule or taking into consideration the general policy of the Chandigarh Administration in respect of recruitment to similar posts, for their employees:

Provided further that the upper age limit may be relaxed up to thirty-five years for departmental candidates and by five years for other Government servants.

Provided further that in the case of candidates belonging to Scheduled Castes and other Backward Classes, upper age limit shall be as per the general policy of the Administration for the Union Territory employees.

(ii) In the case of ex-servicemen, upper age limit shall be such as prescribed in the Rules governing the recruitment of Ex-servicemen in the Union Territory of Chandigarh, as amended from time to time.

4. No other supporting documents with regard to qualification, experience etc. are required except the caste certificate of SC/OBC category/VH disability.

5. The applications should reach by **13-06-2014** upto **5:00 pm** in the office of Member Secretary, State Legal Services Authority, Additional Deluxe Building, Ground Floor, Sector 9, U.T., Chandigarh. Applications received after the due date/time, by whatever mode, will not be entertained. Incomplete/unsigned applications will be rejected straightaway.

6. Candidates equal to 03 times of the number of vacancies in each for the posts to be filled up may be called for the Interview, on the basis of marks obtained in the Written/Stenography/Computer/Driving test (as the case may be) as per merit.

7. At the time of appearing in the Interview, the candidates will have to furnish the self-attested copies of the certificates/degrees/proof of date of birth/educational qualifications/testimonials/Driving License for the respective posts. (Driving License is required only for the post of Driver).

8. The final merit list/selection list **for the posts of Law officer, Clerks, Steno-typist, Librarian and Driver** will be prepared by adding the marks obtained in the Written/Stenography/Computer/Driving tests (as the case may be) and interview.

9. No weight age will be given to any candidate on account of experience from any Govt. body/Institute/Board/Corporation etc.

10. Prior to the appointment the exercise done will be provisional and no one have any right to stake the claim for appointment as such.

11. Government servants may apply through proper channel. Their advance applications will be considered only if received through the respective Heads of Departments with No Objection Certificate as well as Departmental/Vigilance clearance report within the prescribed period otherwise the same will be rejected straightway.

12. The dates for the Written/Stenography/Computer/Driving test and the interview will be conveyed later on.

13. The office of Member Secretary, State Legal Services Authority, U.T., Chandigarh reserves the right to decrease or increase the number of vacancies.

14. No TA/DA will be paid to the candidates for appearing in Stenography/ Written/Typing/Computer/Driving test (as the case may be) and Interview etc.

Member Secretary
State Legal Services Authority,
Union Territory, Chandigarh.

PROFORMA

APPLICATION FOR THE POST OF _____

Paste recent self attested passport size photograph

- 1. Name of the Applicant : _____
(In Block letters)

- 2. Father's Name: _____
(In Block Letters)

- 3. Date of Birth: _____
(in Christian Era)

- 4. Address:
a) Permanent Address _____
b) Correspondence Address _____

- 5. Present Occupation: _____

- 6. Educational Qualifications: _____

	Qualification	Name of Board/University	Year of passing	Percentage of marks obtained
Matric				
10+2				
Graduation				
Post Graduate/other				

- 7. Experience: _____
- 8. Nationality: _____
- 9. Category : SC/ST/OBC/Gen/PH(VH) : _____
- 10 Details of the application fee: _____

- Signature of the applicant: _____