

PUBLIC APPOINTMENT

STATE LEGAL SERVICES AUTHORITY, UNION TERRITORY, CHANDIGARH

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

Applications on prescribed Performa (mentioned below) are invited by **25.05.2017** upto **05.00 PM** from eligible candidates for filling up the posts mentioned below, on regular basis in State Legal Services Authority, Union Territory, Chandigarh as per details given below:-

Sr. No.	Name of the post & Pay scale (Rs.)	No. of Post	General	Reserved for SC	Reserved for OBC	Reserved for VH
1.	Steno-typist 10300-34800+3200GP	1	-	-	1	-
2.	Clerk/clerk-cum-typist/Ahlmad/CDEO 10300-34800+3200GP	2	1		1	
3.	Peon 4900-10680+1650GP with initial start of Rs. 6950/-	1	1	-	-	-

Note:- The benefit of reservation to OBC would be given only when the concerned caste is included both in the Central Government list and Union Territory, Chandigarh.

Name of the Post	Qualification and Experience	Age
Steno-typist	Bachelor's degree and proficiency in operation of Computer (word processing and spread sheets) and speed of 80 words per minute in stenographer (English) and speed of 20 words per minute in transcription the same.	Between 18 years to 37 years as on 01.01.2017 (Relaxable for departmental candidates up to 40 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.
Clerk/clerk-cum-typist/Ahlmad/CDEO	Bachelor's degree and proficiency in operation of Computer (word processing and spread sheets) and speed of 30 words per minute in English type-writing and six months certificate in computer/data entry course.	Between 18 years to 37 years as on 01.01.2017 (Relaxable for departmental candidates up to 40 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.

Peon	Middle pass or its equivalent from a recognized board.	Between 18 years to 37 years as on 01.01.2017 (Relaxable for departmental candidates up to 40 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)
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Note :

1. The candidate will apply for the above said post in the placed below prescribed format along with 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. The name of the post applied for be clearly indicated on the envelope in which the application form is submitted. Bank Draft of Rs. 100/- in favour of State Legal Services Authority, U.T., Chandigarh (Rs. 80/- in case of reserve candidates)
2. (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 post, for their employees:

Provided further that the upper age limit may be relaxed up to forty 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.
3. No other supporting documents with regard to qualification, experience etc. is required except the caste certificate of SC/OBC category/VH disability.
4. The applications should reach by 25.05.2017 upto **05.00 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.

5. 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 for the respective posts.
6. No weight age will be given to any candidate on account of experience from any Govt. body/Institute/Board/Corporation etc.
7. Prior to the appointment the exercise done will be provisional and no one will have any right to stake the claim for appointment as such.
8. 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.
9. The office of Member Secretary, State Legal Services Authority, U.T., Chandigarh reserves the right to decrease or increase the number of vacancies.
10. No TA/DA will be paid to the candidates for appearing in Written test (as the case may be) and Interview etc.

PROFORMA

APPLICATION FOR THE POST OF _____

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 _____

c) Contact No. _____

5. Present Occupation: _____

6. Educational Qualifications: _____

Paste recent
self attested
passport size
photograph

Sr.no	Qualification	Name of Board/University	Year of passing	Percentage of marks obtained
1	Middle			
2	Matric			
3	10+2			
4	Graduation			
5	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: _____