

**OFFICE OF DISTRICT & SESSIONS JUDGE-CUM-CHAIRPERSON, DISTRICT
LEGAL SERVICES AUTHORITY, SIRSA
EMPLOYMENT NOTICE**

Applications are invited from the general public to fill up the following vacant posts on temporary/contract basis on DC Rates as the case may be for a period of six months or till the regular appointments are made whichever is earlier, on prevailing rates fixed by the Deputy Commissioner, Sirsa, under the Minimum Wages Act:-

Mediation & Conciliation Centre, Sirsa

Name of Post	No. of Vacancy Category wise	Qualification												
Steno-typist	01 (General)	(a) Graduation from a recognized University; (b) The applicant shall have to pass a test of 80/15 words per minute in English shorthand /typewriting on computer. He/she shall also have to qualify Computer Proficiency Test (Word Processing and Spread Sheets). The list of selected candidates shall be prepared on the basis of merit.												
Clerk	01 (General)	(a) Graduation from a recognized University; (b) Matriculation with Hindi as one of the subject; preference shall be given to the person holding higher qualification. Note: Candidates shall have to take a written examination in the following subjects:-												
		<table border="1"> <thead> <tr> <th>Sr. No</th> <th>Subject</th> <th>Max. Marks</th> <th>Qualifying Marks</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>English Composition</td> <td>100</td> <td>50%</td> </tr> <tr> <td>2</td> <td>General Knowledge</td> <td>100</td> <td>50%</td> </tr> </tbody> </table>	Sr. No	Subject	Max. Marks	Qualifying Marks	1	English Composition	100	50%	2	General Knowledge	100	50%
Sr. No	Subject	Max. Marks	Qualifying Marks											
1	English Composition	100	50%											
2	General Knowledge	100	50%											
		No candidate shall be considered for appointment unless he/she obtains 55% marks in aggregate and qualifies the type test in English with the minimum speed of 30 words per minute.												

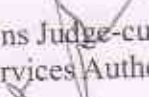
The candidate shall submit application on plain paper, duly affixed with latest one photograph on the top, containing detailed particulars with cell phone number and experience if any along with attested copies of relevant certificates besides two self addressed properly postal stamped envelopes, should reach this office either by registered post or by hand well before the closing date i.e. **03.01.2018**.

The application should be addressed to the District & Sessions Judge-cum-Chairperson, District Legal Services Authority, Sirsa and should have a reference to the advertisement published in the newspaper or displayed on the Notice Board.

The prescribed Stenography test shall be held in Court Complex Sirsa on **11.01.2018 at 10:30am**. The candidates shall report for the test in the office of undersigned at sharp **10:00 am**. The candidates shall bring their shorthand note book and pencil.

Written test for the post of Clerk shall be held on **18.01.2018 at 10:30 am** in Court Complex, Sirsa. The candidates shall report at the venue well before 10:00 am. The candidates applying for the post of Clerk who qualify the written test as given above shall be called for type test of English later on. The candidates who qualify the prescribed type test shall have to produce 'pass' certificate of State Eligibility Test in Computer Appreciation and Applications issued by HARTRON or any other agency as approved by the Government. The rules applicable on the subject shall be Haryana Legal Services Authority Group B, C and D Employees (Recruitment and Conditions of Service) Rules, 2016.

Incomplete applications and applications received after due date shall be straightway rejected without any information to the candidates.


District & Sessions Judge-cum-Chairperson,
District Legal Services Authority, Sirsa.