

District Legal Services Authority, Mau

Notification of vacancy

The District Legal Services Authority, Mau Staff Recruitment 2017-2018

Abridged Advertisement

Advt. No. 01 DLSA/Category "C"/Clerical Cadre/2017

Applications are invited from the Eligible Candidates for filling up the single vacancy for the post of Junior Clerk in District Legal Services Authority, Mau, who will be appointed under District Legal Services Authority, Mau Staff Recruitment, 2017-2018.

Post Name	Category	Minimum Qualification	Number of Vacancy	Age	Pay Scale
Category 'C' Cadre post 1.Junior Clerk	General	1-Intermediate, with 2-Triple"C" Certificate issued by DOEACC Society and 3-Minimum, 25 words/minute for Hindi Typewriting on Mangal Font or 30 words/minute for English Typewriting on Computer. Preference will be given to those Candidates who have both Hindi and English Typewriting skills.	01	18 Years to 40 Years (as on 01-07-17)	Rs.3050-75-3950-80-4590 Grade pay Rs.1900 (At the Time of Joining Salary will be paid as per Government Orders)

The application form along with the full details and notification can be accessed on following websites.

1. Official website of District Court, Mau i.e, <http://ecourts.gov.in/mau>
2. <http://mau.nic.in>
3. Official website of Hon'ble High Court of Judicature at Allahabad i.e, <http://allahabadhighcourt.in>

Instructions

1. The application form has to be downloaded from the above mentioned websites and thereafter duly filled application form must be sent to 'The Chairman/Secretary District Legal Services Authority/ District Court Mau, Pin Code-275101'.
2. The link containing the advertisement and details for the above mentioned vacancy can be accessed from the above mentioned websites from 23-09-2017 to 21-10-2017.
3. The dully filled application form must be sent to The 'Chairman/Secretary District Legal Services Authority/ District Court Mau, Pin Code-275101', on or before 23-10-2017 by Registered Post. Applications Received after this date, will not be considered.
4. The applicants are also directed to send Two empty envelope size of 9"x4", mentioning the Correspondence address of the applicant and a postal stamp of Rs. 27 must be pasted upon each envelope.
5. **Payment of fee**-The Candidates of General and OBC Category shall have to pay Rs. 500(+bank charges extra) and the Candidates belonging to SC/ST Category of Uttar Pradesh only Rs. 300(+bank charges extra).
6. The Application Fees has to be paid through the Demand Draft of any Nationalized Bank drawn in favour of **Chairman, District Legal Services Authority, Mau**.
7. Fee once paid shall not be refundable in any circumstances.
8. The DLSA Mau will hold Common offline Written Examination on OMR sheet followed by Hindi/English Computer Typing Test.
9. The information regarding Date,Time, and Venue of the Examination Test Shall be intimated to the Candidates through admit cards later on.
10. The details regarding Application, Qualification, Process of Examination General Instructions, How to apply and other relevant information shall be available for the candidates in the detailed Advertisement which will be uploaded on the afore mentioned official websites.

Date: 21-09-2017

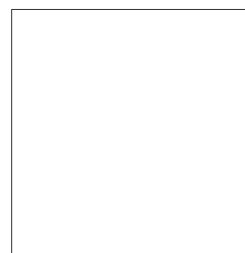
Sd/-

Shiv kumar-II
Secretary,
DLSA, Mau.

Sd/-

Rajendra Kumar-III
Chairman
District Legal Services Authority, Mau.

District Legal Service Authority , Mau
Proforma of Application form



1. Name of the Post- **Junior Clerk**
2. Applicant's Name(In Capital Letter)-
3. Father's Name (In Capital Letter) -
4. Mother's name(In Capital Letter) -
5. Caste- Schedule Caste [] Schedule Tribe Caste [] OBC []
General Caste []
6. Nationality-
7. Permanent Address-
8. Present Address-
9. Phone No. (With STD Code)
10. Mob. No.
11. Registered E-mail ID

Educational Qualification-

S.N.	Qualification	Name of Institution/Board/University	Passing Year	Maximum Marks	Obtained Marks	Roll. Number

Declaration

I hereby declare that all the statement made in the application are true, complete and correct to the best of my knowledge and belief. In the event, any information being found false/wrong/incorrect or any Ineligibility being detected at any stage, before or after selection, my candidature will stand cancelled.

Place:.....

Date:.....

Applicant Signature

Note: Candidate shall Affix a recent passport size coloured Photographs in box.

Admit Card for Stage-I Exam.

Roll No.

(Roll number shall be filled by office of DLSA)

1. Name of the Post- **Junior Clerk**
2. Applicant's Name(In Capital Letter)-
3. Father's Name (In Capital Letter) -



**Place of Examination Centre, Date & Time
(For Office use only)**

Date -
Time- 10:00 AM to 11:30 PM
Place- District & Sessions Court Campus, Mau.

Secretary
District Legal Services Authority, Mau

Admit Card for Stage-II Exam.

Roll No.

(Roll number shall be filled by office of DLSA)

1. Name of the Post- **Junior Clerk**
2. Applicant's Name(In Capital Letter)-
3. Father's Name (In Capital Letter) -



**Place of Examination Centre, Date & Time
(For Office use only)**

Date of Typing Test-
Time-
Place- District & Sessions Court Campus, Mau.

Secretary
District Legal Services Authority, Mau

DISTRICT LEGAL SERVICES AUTHORITY, MAU.

The District Legal Services Authority, Mau Group "C" Recruitment-2017-2018

Advertisement for Category "C"(Clerical Cadre) post.

Advt. No. 01/ DLSA/Category "C"/Clerical Cadre/2017

In Compliance of Letter No.1779/SLSA-99/2017(AO/Ri) Dated: August 14, 2017 in terms and condition of The Uttar Pradesh Legal Services Authorities and Committees(Employees) Services Rules, 2009. Applications forms are invited to fill up the vacancy of a single post of Junior Clerk, through Direct Recruitment in the District Legal Services Authority, Mau via competitive examination.

Post name	No. of Post	Category	Pay Scale
Junior Clerk	01	General	(i) Rs.3050-75-3950-80-4590 Grade pay Rs.1900 (At the Time of Joining Salary will be Paid as per Government Orders)

The candidates are required to submit offline application forms for the aforementioned post in the office of district Legal Services Authority, Mau.

IMPORTANT DATES

I. Start date for submission of application form-23.09.2017

II. Last date for submission of application form- 21.10.2017

III. Last date for receipt of application form in the office of DLSA, Mau. 23.10.2017

- The candidates are advised to visit the website www.allahabadhighcourt.in and the Website of Mau Judgeship's www.mau.nic.in regularly for latest updates.
- Applications form can be downloaded through the website of www.allahabadhighcourt.in, website of Mau Judgeship www.mau.nic.in and from the Utter Pradesh Govt. portal sewayojan.up.nic.in

1. Mode of Application :- Online submission of applications is not allowed. Candidates are required to download the application form from the above mentioned websites and after duly filling it send to the office of the District Legal Services Authority Mau on or before the last date of submission of application form with in prescribed time limit.

2. Reservation :- There is only one post therefore no reservation is allowed.

3. It is important to note that only such candidates are to be considered for selection who participate in all stages of the examination including Hindi/English Computer Type Test. No exemption shall be granted to any candidate including that of P.H. category from appearing in any stage of examination for reasons whatsoever. Use of scribe or extra time to P.H. Candidates in the examinations/tests shall not be admissible. No examination material shall be provided in Braille Script.

4. Examination Centre :- Examination shall only be conducted at the head- quarter of District Mau.

Note :-

(i) Date, Time along with Roll Number of examination shall be informed to the candidates through admit card which will be send to the Candidates through post later on.

(ii) Examination Center for the Candidates found eligible for appearing in Stage-II examination will be communicated through admit card after the declaration of result of

Stage-I examination.

(iii) Candidates must reach in examination hall before 30 minutes of scheduled examination time.

(iv) The candidates will not be permitted to enter in the Examination Center after the commencement of the examination. Candidates are advised to read the instructions attached with admit cards carefully and follow them strictly during the conduction of the examination.

5. The applicant must possess minimum essential qualification for the posts on the last date of submission of the application form.

6. Intermediate, with triple "C" Certificate issued by DOEACC Society and minimum 25 words/minute for Hindi Typewriting on **Mangal Font** or minimum 30 words/minute for English Typewriting on Computer. Preference will be given to those Candidates who have both Hindi and English Typewriting skills.

7. Examination fee :-The candidates of General and OBC Category shall have to pay Rs. 500(+bank charges extra) and the Candidates belonging to SC/ST Category of Uttar Pradesh only Rs. 300(+bank charges extra). The Application Fees has to be paid through the Demand Draft of any Nationalized Bank drawn in favour of **Chairman, District Legal Services Authority, Mau.** Fee once paid shall not be refunded in any circumstance.

8. Age :- (i) Every candidate for appointment by direct recruitment must have attained the age of eighteen years and not have crossed the age of 40 years on the first day of the year of recruitment. (ii) Relaxation in maximum age limit applicable to a candidate of Scheduled Castes and Scheduled Tribes, and other reserved categories shall be as per the Government Orders, issued in this behalf, as adopted by the Hon'ble High Court.

Note :- (a) The candidates should make sure that relevant certificate is issued by the competent authority in prescribed format for relaxation in upper age limit as mentioned in above paragraph and they will have to produce the same as and when called for.

(b) The candidates claiming age relaxation in more than one category will be entitled to only one concession whichever is more beneficial to them.

9. Nationality :- A candidate for recruitment to the above posts shall be :

(a) a citizen of India, or

(b) a subject of Sikkim, or

(c) a Tibetan refugee who came over to India before the 1 st January, 1972, with the intention of permanently settling in India, or

(d) a person of Indian origin who has migrated from Pakistan, Burma, Ceylon and East

African Countries of Tanzania (formerly Tanganyika and Zanzibar) with the intention of permanently settling in India.

Provided that a candidate belonging to category (c) or (d) above must be a person in whose favor a certificate of eligibility has been issued by the State Government.

Provided further that a Candidate belonging to category (c) will also be required to obtain a certificate of eligibility granted by the Deputy Inspector General of Police, Intelligence Branch, Uttar Pradesh.

Provided also that if a Candidate belongs to category (d) above, no certificate of eligibility will be issued for a period of more than one year and such a Candidate can be retained in service after a period of one year only if he has acquired Indian

Citizenship.

Note :- A Candidate in whose case a certificate of eligibility is necessary but the same has neither been issued nor refused, may be admitted to an examination or interview and he may also be provisionally appointed subject to the necessary certificate being obtained by him or issued in his favor.

10. Marital Status :- No person who has more than one wife living and no women who has married a man already having another wife, shall be eligible for appointment.

11. Selection Procedure :-The selection process shall include two stages :-

(i) Stage-I (Written Examination) : There will be one common offline written examination (objective type on OMR sheet) which consists of 100 objective type questions. In order of higher obtained merit of Written Examination Nine(09) Candidates shall be shortlisted for appearing in Stage-II Examination i.e. Computer Typewriting Test at a later date.

(ii) Stage-II (Computer Typewriting Test) : Hindi/English Computer Typewriting Test for the post of Junior Clerk shall be held on the date to be notified after the declaration of the result of Stage-I (Written Examination). The candidate will be provided a passage of approximately 250 words for Hindi Computer Typewriting Test, to be typed within 10 minutes on computer. Similarly, candidates will be provided a passage of 300 words, for English Computer Typewriting Test, to be typed within 10 minutes on computer. **Mangal Font** will be used for Hindi Typing on computer.

(iii) Interview shall not be the part of selection process.

(iv) A combined merit list for the post of Junior clerk will be prepared on the basis of marks obtained by the candidates in offline written examination and Hindi/English Computer Typewriting Test.

Notwithstanding anything to the contrary in these rules the Appointing Authority and the Selecting Authority with regard to conduct of examination and selection shall act in accordance with general or special orders issued by the State Legal Services Authority, Lucknow from time to time.

12. Admit Card :- Admit Cards will be sent by post.

13. The question paper will be available in Hindi language only.

14. The Selection Committee has discretion to fix minimum qualifying marks in any or all parts of papers for Stage-I offline written examination and Stage-II Hindi/English Computer Typewriting Test.

15. Syllabus for offline Written Examination (on OMR sheet) for the posts of "Junior Clerk."

Stage-I Written Examination (Time: 90 Minutes)	SUBJECTS		Maximum Marks
Examination will carry 100 questions.	(A)	Hindi	100
	(B)	English	
	(C)	General Studies	
	(D)	Mathematics	
Stage-II Hindi/English Computer Typewriting Test 25/30 words per minute for Hindi/English typewriting on Computer.			25 marks (for Hindi Typing on Mangal Font) 25 marks (for English Typing)

16. There shall be no negative marking for wrong answers in Stage-I Written Examination.

17. Date and Time of Examination:- Date and time of the examination/test shall be intimated to the candidates through admit cards later on.

Lists of Selected Candidates :-

(1) A combined merit list shall be prepared on the basis of marks obtained by the candidates in Offline Written Examination and Hindi/English Typing Test on computer. The Selecting Authority on the basis of the aggregate of the percentage of the total marks secured in the Offline Written Examination and of the marks secured in the Hindi/English Computer Typewriting Test shall prepare a list of the candidates eligible for appointment to the notified post in order of merit and if the aggregate of the percentage of total marks secured in the Offline Written Examination and of the marks secured in the Hindi/English Computer Typewriting Test, of two or more candidates is equal, the order of the merit in respect of such candidates shall be fixed on the basis of their age, the person older in age being placed higher in the order of the merit. Final merit list of two(02) candidates shall be prepared according to higher merits. The candidates of higher rank/merit will be eligible for appointment. In case where the candidates of higher rank/merit does not join the post or not found eligible for appointment for any reason then candidates of second rank be given opportunity.

18. In similarity of all other conditions wattage shall be given to those candidates, who:-

- (i) Served in armed forces up to two years, or
- (ii) Have "B" Certificate of National Cadet Corps.

19. Appointment shall be on terms and conditions of The Uttar Pradesh Legal Services Authorities and Committees(Employees) Services Rules, 2009.

20. Duration of operation of Lists :- The list of the names of the candidates published by the Selecting Authority in respect of notified post shall cease to be operating on appointment of the advertised vacancy or one year whichever is earlier.

21. Conditions relating to physical fitness:- No candidate selected for appointment shall be appointed to any posts unless he satisfies the appointing authority that he is physically fit to discharge the duties that he may be called upon to perform.

22. The candidates must note that their candidature will be strictly provisional, if they do not fulfill the eligibility criteria in all respect, their candidature will be cancelled at any stage of examination/test.

23. In case, the candidate does not receive the admit card for any reason then he/she must contact the Recruitment Cell of the District Legal Services Authority, District Court Campus, Mau during working hours to obtain a duplicate admit card latest before one day (24 hours) from the date of examination.

24. To obtain duplicate admit card, the candidate must bring a Photocopy of application form along with two recent colored passport size photographs duly attested by a Gazetted Officer and a valid Id-proof with photograph thereon.

25. For any Technical Support, contact the following HELPDESK no. and E-mail ID during working days between 09.30 A.M. to 06.30 P.M.

HELPDESK details (09.30 A.M. to 06.30 P.M.)	
Help desk E-mail ID	dcmdu@allahabadhighcourt.in
Phone No.	0547-2220128
Mobile No.	9454020080

HOW TO APPLY

Important Note: Please fill all the details very carefully. Candidates are advised to keep their E-mail ID and Mobile number active till the declaration of final results, as District Legal Services Authority, Mau will send important information/communication with regards to application and examination on the registered E-mail ID and the Mobile number.

NOTE :-

1. After submission of Application Form the particulars mentioned in the form like Name of the Candidate, Father's name, Mother's name, Date of Birth, Category, Sub-Category, Mobile Number, and Email ID etc. shall be considered as Final. Candidate will not be allowed to edit/delete any fields after submission of form.
2. Applications without appropriate application Fee, required documents & information as per the recruitment notifications are liable to be rejected.
3. Candidates are advised to fill in the offline application form with the utmost care, as no correspondence regarding change of details shall be entertained at any later stage.
4. Mode of Payment: Examination fee must be submitted with application form in form of Demand Draft in favour of "**Chairman, District Legal Services Authority, Mau.**"
5. Only latest coloured photograph will be affixed with application form and admit cards.
6. Candidates are advised to keep at least 06 copies of latest photograph for future use, which have been affixed with the application form.
7. Applicable bank charges during the payment of Application fees to be born by the candidate.
8. Court of jurisdiction for any dispute shall be at Mau.
9. Selection committee of District Court Mau, reserves rights to modify/rectify to correct the error that might have inadvertently crept in. However, Selection Committee of District Legal Services Authority, Mau does not owe any responsibility for error committed by the candidate.
10. Canvassing in any form shall automatically disqualify the candidature.
11. Mobile phones/communication devices/gadgets, electronic watches & calculators etc. shall not be permitted in the examination Hall.

Dated : 21-09-2017

sd/-
(Shiv Kumar-II)
Secretary,
District Legal Services Authority, Mau.

Sd/-
(Rajendra Kumar-III)
Chairman, Selection Committee,
DLSA, Mau.

GENERAL INSTRUCTIONS/CONDITIONS

1. The candidate is required to go through the 'general instructions/conditions' and to be followed to fill the offline application forms' before filling the application Form.
2. The District Legal Services Authority Mau does not advise to the candidates about their eligibility. Therefore, they should carefully read the Advertisement and when satisfied about the eligibility conditions of the advertisement, then only apply.
3. It is to be noted that if a candidate has been allowed to appear in the examination/test, it does not imply that the candidate's eligibility has been verified. It does not vest any right with a candidate for appointment. The eligibility shall be finally

verified by the concerned Recruiting/Appointing Authority of District Legal Services Authority, Mau. The candidate should satisfy his/her eligibility before applying and shall be personally responsible in case he/she is not eligible to apply as per the given eligibility criteria on the last date for submission of application form.

4. The candidates are required to fill in the offline application form with correct and complete information carefully. If any incomplete or false information is given, then the candidates will be responsible for the same and on the basis of false and incomplete information, the application form shall be rejected at any stage of the selection without giving any reason/notice. On furnishing any false certificates or indicating wrong category/sub-category regarding caste in the application form or in case of any other default, the Appointing Authority of District Legal Services Authority, Mau shall reject the candidature at any stage of the selection and shall take all necessary action.

5. The candidates are required to submit only offline application form in the prescribed format.

6. The candidates should mention his/her name and Date of Birth in the Application Form as per the High School Examination Certificate or Equivalent Examination Certificate. No subsequent request for its change will be considered or granted.

7. The candidates should keep two sets of Photostat Copy of the duly filled application form submitted by them, for their record and for future reference.

8. The candidates who are already in Central/State Government Service or in any Central/State Government undertaking or in any type of other organization established and governed by the Central/State Government, shall have to produce NOC as and when called for.

9. A male candidate who has more than one wife living or a female candidate who has married with a person already having a wife living shall not be eligible for recruitment to the establishment.

10. The candidates shall produce caste/category certificates, issued by competent authority, in support of claiming relaxation in fees or age limit on prescribed proforma as per rules applicable thereto. The candidates belonging to ex-servicemen (E.S.M.) category have to submit his/her certificate mentioning thereon date of enrollment/appointment in service and date of retirement/discharged from the service.

11. The candidates are required to keep with them at least one identity proof (Photo-Identity Card viz U.I.D.(Aadhar Card), ID Card issued by College/University, Voter ID Card, Driving License, Passport, PAN Card with photograph thereon) and shall produce the same on demand at the time of examination at the center. Mobile phones, pagers, blue tooth, calculator or any other communication devices are not allowed inside the premises where the examination is being conducted. Any infringement of these instructions shall entail disciplinary action including ban from future examinations. Canvassing in any form and use of unfair means during the examination/test will disqualify the candidature of the applicant.

12. The date and time of the examination/test along-with Roll Number will be intimated through admit cards. The computer shall be provided to the candidates appearing in computer typewriting test by the District legal Services Authority, Mau at the test center.

13. (i) The Selection Committee reserves right to modify/rectify examination process and fixing the minimum cut off marks at any stage of the examination process without assigning any reason thereof.

(ii) The decision of Selection Committee shall be final in all matters relating to

eligibility, acceptance or rejection of the applications, penalty for false information, mode of examination process, allotment of examination centers, selection and appointment on the post etc.

(iii) The Selection Committee reserves right to correct the error that might have inadvertently crept in. However, it does not owe any responsibility for error committed by the candidate.

14. The result shall be displayed on the official website of District Court Mau www.mau.nic.in and information with regard to the next stage of examination shall be made available on the aforementioned website in due course of time. The Candidates are advised to go through the website www.mau.nic.in regularly for latest update.

15. Instructions are to be complied with strictly by the candidates in the examination. No T.A./D.A. shall be given to the candidates for appearing in the examination/test.

16. District Legal Services Authority Mau or District Court Mau shall not be responsible for any loss/injury caused to the candidates during their participation in the examination.

17. Information uploaded on the website shall not be provided to the candidate under R.T.I. Act, 2005, read with Allahabad High Court (Right to Information) Rules, 2006. The uploaded information on the website shall remain for a specific period. Therefore, the candidates are advised to download the uploaded information and keep up with them for future. In due course of recruitment examination, in midway of process neither any application under Right To Information Act, 2005 shall be entertained nor information shall be provided. Factual information under R.T.I. Act shall be provided only after declaration of final result. Reply of inferential (speculative) question shall not be provided.

18. In case it is detected at any stage of recruitment that the candidates don't fulfill the eligibility norms and/or that they have suppressed/twisted or truncated any material facts, their candidature shall stand canceled without giving any notice to the candidate. If any of these shortcomings is detected even after appointment, their services shall be liable to be terminated and he/she shall be liable for criminal proceedings.

19. The character of a person for direct recruitment to the service must be such as to render him suitable in all respect for appointment to the service. Persons dismissed by the Union Government or by a State Government or by a Local Authority or a Government Corporation owned or controlled by the Central Government or State Government will be deemed to be ineligible for the appointment.

20. No person shall be recruited unless he/she be in good mental and bodily health and free from any physical defect likely to interfere with the efficient performance of his official duties. Before a candidate recruited directly is finally approved for appointment, he shall be required to produce a medical certificate of physical fitness.

21. No recommendation either written or oral will be taken into consideration. Any attempt on the part of a candidate to enlist support directly or indirectly for his candidature by other means will disqualify him for appointment.

Dated : 21-09-2017

sd/-
(Shiv Kumar-II)
Secretary,
District Legal Services Authority, Mau.

sd/-
(Rajendra Kumar-III)
Chairman, Selection Committee,
DLSA, Mau.

