

No.112-LSA/Estt./Part-VII/2012/ 2940-3043
H.P. State Legal Services Authority,
Block No.22, S.D.A. Complex, Kasumpti,
Shimla-171 009.

Dated Shimla-9 ^{8th}/₉ September, 2015

NOTIFICATION OF VACANCY

Applications on the prescribed format are invited from eligible candidates for filling up 3 posts of **Senior Assistant**, one each in District Legal Services Authorities **Kangra at Dharamshala, Mandi and Shimla on regular basis** through direct recruitment as per the Roster and other terms and conditions given below:-

1. **Name of the Post:** Senior Assistant
2. **Pay Scale:-** Rs. 10300-34800+4400 grade pay
3. **No. of posts:** 3 (SC-1,OBC-1& Ur-1)
4. **Age:** 18 years to 45 years. Upper age limit is relaxable for candidates of Scheduled Castes/Scheduled Tribes/other categories to the extent permissible under the general or special order(s) of the Himachal Pradesh Government.

Note: 1 Age limit for direct recruitment will be reckoned on the first day of the year in which the post(s) is/are advertised for inviting applications or notified to the Employment Exchanges or as the case may be.

Note: 2

Age and experience in the case of direct recruitment relaxable at the discretion of the HP State Legal Services Authority in case of the candidate who is otherwise well qualified.

5. Essential Qualification:-

- i) Candidate should have passed Bachelor's Degree from a recognized University.

ii) Should also possess, 5 years office experience in the matter related with the Budget/Accounts/Services (Estt.) in the H.P. Govt. Department.

6. DESIRABLE QUALIFICATIONS:

Knowledge of customs, manners and dialects of Himachal Pradesh and suitability for appointment in the peculiar conditions prevailing in the Pradesh.

7. Procedure of Selection:-

All the candidates will have to appear in the following written examination and viva-voce as per the scheme of examination:-

A. Scheme of Examination:

Written Test			Interview Personality test
Description	Time	Max. Marks	
(i) Objective Type General Awareness (100 questions of ½ marks each). Part -A	One hours	50	10 marks
(ii) Descriptive Type (4 Questions of 10 marks each). Part-B	One hour	40	
Total	Two hours	90	10

B. Objective Type (General Awareness): The questions will be designed to test the ability of the General Awareness, General English, Mathematical Ability and Computers. Question will also be designed to test knowledge of current events. The test will also include questions relating to India and its neighboring countries especially pertaining to Constitution, History, Culture, Geography, Economics, General Polity, Scientific Research, basics/fundamentals of computers, sports etc. These questions will be such that they do not require a special study of any discipline. The test will also include

question relating to Himachal Pradesh especially pertaining to its History, Culture, Geography, General polity and current affairs.

C. **Descriptive Type:-** The questions will be designed to test the ability of the candidates knowledge on the following subjects:-

- Essay in English
- Knowledge and application of Office Procedures Rules & Regulations.
- English with special reference to skill in noting/drafting.
- Knowledge of Computers with special reference to knowledge of word processing data analysis packages.

Note:-

1. The questions shall generally be on the minimum qualification level of the post concerned.
2. There shall be no negative marking for wrong answers
3. The minimum qualifying marks shall be 45%.

D. **Personality Test/Interview:-**

The interview/personality test shall be conducted in such a manner that the candidates suitability for the post is probed among other things, through academic qualifications, relevant experience extra-curricular activities, general awareness/ knowledge, communication and problem solving skills and overall personality etc.


Note.1. The candidates who will secure qualifying marks, shall be called for personality test/interview.

Note .2. The number of candidates to be called for personality test/interview will be equal to 3 times of the number of vacancies. If more than one candidate will obtain equal marks as lowest cut-off marks among three times, all such candidate shall be called for personality test/interview.

Note: 3 The date, time and venue of written test will be intimated to eligible candidates by post and will be posted subsequently on our website.

07/12

The eligible candidates may send their applications through proper channel on prescribed format (**Annexure-'A'**) to the **Member Secretary, HP State Legal Services Authority, Block No. 22, S.D.A. Complex, Kasumpti, Shimla-171009** on or before **8.10.2015**. The applications received after due date shall be rejected without informing the candidates. The candidates shall not be entitled to TA/DA for appearing in the written examination or viva voce.

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Administrative Officer


Endst. No: As above

Dated Shimla-9

8th Sept, 2015

Copy forwarded to:-

1. The Ld. Registrar General, High Court of Himachal Pradesh,
 2. All the District & Sessions Judges in the State of Himachal Pradesh,
 3. The Director, H.P. Judicial Academy, Curzon House, Boileauganj, Shimla-171005,
 4. All the Head of the Departments in the State of Himachal Pradesh,
- with the request to display the same on the Notice Boards of their respective offices.
5. Notice board of this Authority.

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Administrative Officer

APPLICATION FORMAT FOR THE POST OF SENIOR ASSISTANT ON REGULAR BASIS.

(To be filled up/typewritten in capital letters)

Paste your
recent
passport size
photograph
here

1. Name of the candidate: _____
(In English in Block Letters)
2. Sex: (Male/Female) _____
3. Name of the candidate: _____
(In Hindi)
4. Father's/Husband's Name: _____
5. Full Postal Address (with PIN Code): _____
6. Address for Correspondence: _____
7. Permanent Address (with PIN Code): _____
8. (a) Community (UR/OBC/SC/ST): _____
(b) Whether Physically Handicapped: _____ (if Yes,
certificate must be enclosed)
9. Religion: _____
10. Telephone No./Mob.No. _____ E-mail _____
11. Date of Birth (in Christian era):
12. Age as on 01.01.2015 _____ Year _____ Month _____ Days
13. Educational Qualification:

S. No.	Examination passed	Name of Board/ University	Year of passing	Division	% of marks
1	2	3	4	5	6
10 th					
10+2					
Graduation					

14. Experience:

15. Nationality: _____

16. Detail of Certificate enclosed: (i) _____ (ii) _____

(iii) _____ (iv) _____

(v) _____ (vi) _____

I, hereby declare that all the statements made above in the application are true, complete and correct to the best of my knowledge and belief. If any of them is found false or incorrect, at any stage, my candidature is liable to be cancelled and even after appointment, my appointment is liable to be terminated.

Full Signature of the candidate (In English, Not in Capital Letters): _____

Full Signature of the candidate (In Hindi): _____

Signature of the Candidate

Place: _____

Date: _____