

## PUBLIC 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:-

### District Legal Services Authority, Sirsa

Name of Post	No. of Vacancy Category wise	Qualification
Stenographer  (Mediation & Conciliation Centre)	01 (General)	(a) Graduation from a recognized University;  (b) The applicant shall have to pass a test of 100/20 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.
Accountant	01 (General)	1. Commerce Graduate with at least 55% marks and holding degree/diploma in computer application. 2. Two years experience as Accountant  Eligible candidates shall appear for interview on <b>24.07.2017</b> . The list of selected candidates shall be prepared on the basis of educational qualification, experience and knowledge/skill. .

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The candidate shall submit application on plain paper, duly affixed with latest one photograph on the top, containing detailed particulars i.e. name, father's/husband's name, date of birth, sex, educational qualifications, category if any, permanent and postal address with cell phone number and experience 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. **10.07.2017**.

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 the judicial Complex Sirsa on **18.07.2017**. The candidates shall report for the test in the office of undersigned at sharp 09:30 am. The candidates shall bring their shorthand note book and pencil. The candidates who qualify the prescribed Stenography 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, within a period of Six months of the date of joining on the post. The candidates possessing the qualifications as detailed in Rule 10 (6) of the Haryana Legal Services Authority Group B, C & D employees (Recruitment and conditions of Service) Rules, 2016 shall be exempted from the prescribed State Eligibility Test in Computer Appreciation and Applications (SETC).

The recruitment/selection in respect of the aforesaid posts shall be conducted in accordance with the provisions/procedure prescribed under the Haryana Legal Services Authority Group B, C & D employees (Recruitment and conditions of Service) Rules, 2016 and the instructions covering the subject issued by the Haryana Government from time to time.



Incomplete applications, without photographs , envelopes and attested copies of relevant certificates shall be straightway rejected without any information to the candidates.

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