

RECRUITMENT NOTIFICATION ON BEHALF OF
DISTRICT LEGAL SERVICES AUTHORITY,
DISTRICT COURT ADR BUILDING,
SIVAGANGAI.

Recruitment applications for the post of Junior Administrative Assistants, Junior Administrative Assistant (Computer Operator) and Office Assistant are invited for the following vacancies in Legal Services institutions in Sivagangai District.

1. Junior Administrative Assistant - 3 post (1-SC, 1-GT, 1-GT)
(Scale of pay: Rs.5200 – 20200 – PB1+ GP 2400)

2. Junior Administrative Assistant - 1 post (1- BC)
(Computer Operator)
(Scale of pay: Rs.5200 – 20200 – PB1+ GP 2400)

3. Office Assistant - 1 post (1- GT)
(Scale of pay: Rs.4800 -10000 –PB1+ GP1300)

On receipt of applications from the candidates by Register Post, entire recruitment process (Scrutiny of, acceptance and rejections of applications, invitation to the candidates for selection with dates and publications of list of selected candidates) will be carried out only through the Sivagangai District Court's Web Site: <http://ecourts.gov.in/tn/Sivagangai>.


The recruitment will be made based on written examination, Practical test and interview.

The model forms of applications with covering letter to the applicants are enclosed with this notification.

The instructions, issued by Member Secretary, Tamil Nadu State Legal Services Authority, Madras High Court, Chennai - with reference to the Minimum Educational Qualifications, Minimum and Maximum age limit for the Candidates from all categories, the manner in which the applications are to be filled up to send and the documents/ Certificates which are to be enclosed along with applications- are also enclosed herewith for Strict Compliance.

The **Last date** for the submission of application is **22.11.2017 at 5.30 P.M.**

The duly filled in applications should be sent to the **District Judge/Chairman, District Legal Services Authority, ADR Building, District Court Complex, Sivagangai 630561 by Register Post.**


Chairman/District Judge,
District Legal Services Authority,
Sivagangai.

21/11/17

Instructions to Applicants

1. The applicants are instructed to fill the applications, preferably in their own hand writing by using Black/Blue Ball Pens (or) by Computer typing.
2. The applications should specifically mention the post for which the application is submitted.
3. **Separate applications to be submitted for each post.**
4. A self Addressed postal cover with stamp for Rs.50/- to be enclosed along with all the applications without fail.
5. **The Minimum age** for all categories is completion of 18 years as on 01.07.2017.
6. **The Maximum age** limit for Schedule Caste and Schedule Tribe is 35, for Most Backward Classes and Backward Classes is 32, and open Category is 30 as on 01.07.2017.
7. **The Minimum Educational qualification** prescribed for the post of Office Assistant is a pass in VIII Standard. Preference will be given to the persons having valid LMV driving license.
8. **The Minimum Educational qualification** prescribed for the post of Junior Administrative Assistant is a pass in 10+2/HSC.
9. **The Minimum Educational qualification** prescribed for the post of Junior Administrative Assistant (Computer Operator) is a pass in 10+2/HSC along with a Certificate Course in Computer on office Automation/Diploma in Computer Applications.
10. The Self attested copies of following Documents/ Certificates to be enclosed along with the applications.

a)	Proof for the Date of Birth and Age	Birth Certificate/VIII/S.S.L.C/HSC Certificate
b)	Proof of Community	Community Certificate issued by Competent Authority.
c)	Proof of Education Qualification	VIII/S.S.L.C/HSC /Degree/Diploma Certificate
d)	Proof of Technical Skills	Certificate issued by the Institutes/Driving License.
e)	Proof of Employment Registration number and date	Copy of Employment Registration Card
f)	Proof of Permanent address	Ration Card/Voter Id/ Aadhar Card/ Passport.

11. The Rule of Reservations (State wide) will be followed for the total post of every category. The Member Secretary of this Authority may transfer any of the staff members of this Authority across the State on Administrative exigency.
12. The duly filled in applications should reach the office of The Principal District Judge/Chairman/, District Legal Services Authority of the concerned District on or before 22/11/2017 at 5.30 P.M.
13. The applications received after 22/11/2017 at 5.30 P.M. (or) not duly filled (or) without enclosures will be rejected summarily.
14. The applications are hereby informed that mere submission of application to any of the post does not render any right to claim an appointment so that post.
15. The Member Secretary, Tamil Nadu State Legal Services Authority is empowered to cancel (or) postpone the process of recruitment/appointment without any notice.

MEMBER SECRETARY,
TAMIL NADU STATE LEGAL SERVICES AUTHORITY,
MADRAS HIGH COURT, CHENNAI.

APPLICATION FORM

Application for the Post of ----- (In Capital Letter)

Name :

Father Name :

Date of Birth :
(Certificate to be enclosed)

Age (as on 01.07.2017) :

Sex :

Nationality :

Religion :

Community and Caste :
(Certificate to be enclosed)

Recent Pass port Size
Photo to be affixed

Education Qualification (Certificates to be enclosed)

S.No	Name of the Institutions	Course	Year

Technical Skills (if any) :
(Proof to be enclosed)

Employment Registration :
Number and Date
(Proof to be enclosed)

Languages Known :

Permanent Address :
(Proof to be enclosed)

Criminal Cases (If any) :

Contact No with E-Mail ID :

List of Documents/

Certificates enclosed : 1) ----- 2) ----- 3) -----

I, XXXXX S/D/C/o XXXXX, do hereby declare that the details furnished above are true to the best of my knowledge and belief.

Place:

Yours Faithfully,

Date:

(XXXXXXXX)

Covering Letter

From

XXXXXXX
XXXXXXX
XXXXXXX

To

The Chairman/ District Judge,
District Legal Services Authority,
ADR Building, District Court Complex,
Sivagangai.
Pin code: 630 561.

Respected Sir,

Sub: District Legal Services Authority – Recruitment – Application for the Post of Junior Administrative Assistant, Junior Administrative Assistant (Computer Operator) and Office Assistant – Submitted – Regarding.

I am herewith enclosing my application for the Post of Junior Administrative Assistant/ Junior Administrative Assistant (Computer Operator) / Office Assistant in the prescribed proforma with self attested copies of Documents /Certificates.

I may be given an opportunity to serve in the Legal Services Institutions.

Thanking You.

Yours Faithfully,

(XXXXXXX)

Place:

Date: