

No.112-LSA/Estt./Part-VII/2012/4284-4286
H.P. State Legal Services Authority,
Block No.22, S.D.A. Complex, Kasumpti,
Shimla-171 009.

Dated Shimla-9 13th November, 2014

NOTIFICATION OF POSTS

(PURELY ON CONTRACT BASIS)

Applications on the prescribed format are invited for filling up 7 posts of Steno Typist purely on contract basis [General (UR) 5 , Scheduled Castes of Himachal Pradesh-1 , OBC of Himachal Pradesh-1, total= 7] one each for District Legal Services Authorities i.e. District Shimla & Kinnaur-1, Solan & Sirmaur-1, Kullu & L.S.-1, Mandi & Bilaspur-1, Una & Hamirpur-1, Kangra at Dharamshala-1 and Chamba-1 in the pay scale of Rs.5910-20200+2000 Grade Pay (with initial pay of Rs.8240/-).

Age of the candidates should be between 18 years and 45 years. The upper age limit is relaxable for Scheduled Castes/Scheduled Tribes/other categories of persons to the extent permissible under the general or special order(s) of the Himachal Pradesh Government. Candidate should have passed **Graduation** from a recognized University with typing speed of 40 words per minute in English and 80 w.p.m in Shorthand. Preference will be given to those candidates having knowledge of computer. Attested copies of the relevant certificates be sent with the application. No TA/DA will be paid. Original documents shall be produced at the time interview.

DESIRABLE QUALIFICATIONS:

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

Applications may be sent to the Member Secretary, H.P. State Legal Services Authority, Block No.22, S.D.A Complex, Kasumpti, Shimla-9 within 20 days, so as to reach on or before 3rd December, 2014 on the prescribed proforma (Annexure-'A').

Application received after due date shall be rejected without informing the candidates.

—Sd—
Member Secretary,
H.P. State Legal Services Authority,
Shimla-9

Endst. No: As above 4284-4286 Dated Shimla-9 13th November, 2014

Copy forwarded to:-

1. The Commissioner, Labour & Employment, Himrus Building, Shimla-171001 with the request to direct all the Employment Exchanges to sponsor the names of eligible candidates **within 20 days** from the issuance of the Notification on or before 3rd December, 2014.
2. The Advertisement Manager, The Tribune, Amar Niwas, The Mall, Shimla with the request to publish the same and intimate the date of publication and copies of advertisement. The advertisement expenses as per rates of Director, Information and Public Relations Department will be borne and paid by this Authority.
3. Notice board of this Authority.


Member Secretary

Annexure –‘A’

APPLICATION FORMAT FOR THE POST OF STENO-TYPIST (ON CONTRACT BASIS)

(To be filled up/typewritten in capital letters only)

1. Name:
2. Father's/Husband's Name:
3. Date of Birth:
4. Academic Qualification:
5. Detail of examinations passed from matriculation onwards:

Paste your
recent
passport size
photograph
here

S. No.	Year	Examination passed	% of marks	Name of Board/ University
1	2	3	4	5

6. Permanent Address:
Pin Code:
7. Address for correspondence:
Pin Code:
8. Phone Number:
9. Whether belongs to any reserved category:
(indicate the category and also annex an
attested copy of the certificate)

Signature of the Candidate

Place:

Date:

Verification:

Verified that the above information is true and correct to the best of my knowledge. No part of it is false or incorrect and nothing material has been concealed therefrom.

Verified on this the (date) _____ Day of (Month) _____ 2014.

Signature of the Candidate