

**No.112-LSA/Estt./Part-IX/2017/
H.P. State Legal Services Authority,
Block No.22, S.D.A. Complex, Kasumpti, Shimla-171 009**

Dated Shimla-9 17th November, 2017

**NOTIFICATION OF POSTS
(PURELY ON CONTRACT BASIS)**

Applications on the prescribed format are invited for filling up **2 posts** of **Steno Typist** purely on **contract basis (Un-reserved/General Category)** for District Legal Services Authorities in Kullu and Solan in the pay scale of Rs.5910-20200+2000 Grade Pay (with initial pay of **Rs.8240/- p.m.**).

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 words per minute** 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 Himachal 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 on or before **2nd December, 2017** on the prescribed proforma (**Annexure-'A'**) alongwith demand draft of **Rs.100/-** for all categories in favour of Member Secretary, H.P. State Legal Services Authority, Shimla.

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

sd/-
(Yashwant Singh Chogal)
(District & Sessions Judge)
Member Secretary,
H.P. State Legal Services Authority, Shimla

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. Technical Qualifications:

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

7. Permanent Address _____
with pin code: _____
8. Address for correspondence _____
with pin code: _____
9. Demand Draft No. _____ Name of Bank _____
dated _____ amounting to **Rs.100/-**
10. Mobile Number (if any): _____
E-mail (if any): _____
11. Category: _____
(indicate the category and also annex self 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) _____ 2017

Signature of the Candidate