

ODISHA STATE LEGAL SERVICES AUTHORITY (OSLSA)
CANTONMENT ROAD, S.O. - 20, P.O. BUXIBAZAR,
CUTTACK-I.

ADVERTISEMENT NO. 01 OF 2016

Applications in prescribed format are invited from eligible candidates for engagement of one **Data Entry Operator** under the Project "**Legal Services to Workers of the Unorganized Sector**" on contract basis till 31st March, 2017 on consolidated remuneration Rs.7500/- per month.

1. **LAST DATE FOR RECEIPT OF APPLICATION 20.05.2016 TILL 5 P.M..**
(The applications received incomplete and / or defective in any respect are liable to be summarily rejected. No correspondence on that score shall be entertained.)
2. **ELIGIBILITY:**
The minimum qualifications required are as follows:-
 - i) +2 or equivalent in any discipline from any recognized university with Diploma in Computer application from a registered institute having working knowledge in computer software like MS Office, Internet etc.
3. **AGE:** Age not below 21 years and not above 32 years as on 1.1.2016.
4. **PAY:** Consolidated remuneration of Rs.7500/- (Seven Thousand five hundred) per month.
5. **PLACE OF POSTING:** To be ordinarily posted in the office of OSLSA, Cuttack.
6. The candidate must submit true copies of the following documents duly attested by a gazetted officer along with his/ her application.

DOCUMENTS REQUIRED TO BE SUBMITTED:

- i) Matriculation/ H.S.C.E. or equivalent Certificate in support of age.
- ii) +2 or equivalent certificate.
- iii) Certificate of DCA from any registered institute.
- iv) Two self addressed stamped envelopes
- v) Two recent passport size photographs signed by the candidate on its face.

7. SELECTION TEST:

FOR DATA ENTRY OPERATOR:

Candidates shall have to appear in a qualifying Computer (Practical) Test and those who qualify in the said test shall be called to attend a viva-voce test.

8. APPLICATION:

Interested candidates fulfilling the eligibility criteria mentioned above are requested to apply to the undersigned through Registered post super-scribed with the name of the post applied for on the envelope. Incomplete application in any form is liable for rejection. This office shall not be responsible for any postal delay. The undersigned reserves the right to cancel any or all the applications without assigning any reason thereof.

9. Note:-

1. No T.A. will be allowed to the candidates.
2. At the time of viva-voce test, the candidates shall be required to produce all Original Certificates, failing which they shall be debarred from attending the same.
3. Canvassing in any form shall be a disqualification.
4. Candidates must properly arrange and attach enclosures to their applications.
5. Incomplete and defective applications shall be summarily rejected. List of eligible applicants shall be published in the Website/ Notice Board of OSLSA.
6. The Authority reserves the right of short listing the applicants, if necessary.

Date: 10.05.2016

Place: Cuttack

Sd/-

Member-Secretary

**Odisha State Legal Services Authority,
Cuttack.**

FORMAT

Affix recent
Passport size
Photograph

1. Name the Applicant (In Block Letters) :
2. Father's / Husband's Name :
3. Permanent Address :
:
:
4. Present Address :
:
:
5. Nationality :
6. Religion :
7. Sex :
8. Date of Birth (As recorded in H.S.C. Equivalent Examination) :
9. Age as on 01.01.2016 : Year Month Days
.....
10. Educational Qualification :
11. Working experience or experiences, If any (may be detailed in separate sheet) :
12. Other qualification, if any :
13. Mother Tongue :

DECLARATION

I hereby declare that all the statements made in this application are true, complete and correct to the best of my knowledge and belief. In the event of any information being found false or incorrect before or after the interviews / viva-voce action can be taken against me by the OSLSA.

Place :

Date :

FULL SIGNATURE OF THE APPLICANT