

**ODISHA STATE LEGAL SERVICES AUTHORITY(OSLSA)
CANTONMENT ROAD, QTR. NO. S.O. - 20, P.O. BUXIBAZAR,
CUTTACK-I.**

ADVERTISEMENT NO. 2 OF 2014.

1. Applications in prescribed format are invited from eligible candidates for Recruitment to the post of Project Officer (one) and Data Entry Operator (one) under the Project “Legal Services to Workers of the Unorganized Sector” in Mayurbhanj district for a contract period till 31st March, 2015 on consolidated remuneration of Rs.30,000/- and Rs.7500/- respectively per month.
2. **LAST DATE FOR RECEIPT OF APPLICATION 05.07.2014 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.)
3. **ELIGIBILITY.**
 - A. The minimum qualification required for the post of **Project Officer** are as follows:
 - Graduate in any discipline, preferably in Management / Social work / Labour Welfare with three years experience in the said field.
 - LL.B. will be an added advantage.
 - Should be well versed in Microsoft Office applications
 - Should have good writing and communication skills.
 - Should not be more than 50 years of age.
 - B. The minimum qualifications required for the post of **Data Entry Operator** are as follows:-
 - +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.
 - Age not below 21 years and not above 32 years as on 1.1.2014.

4. **PAY:** Consolidated remuneration of Rs.30,000/-(Thirty Thousand) per month for **Project Officer** and Consolidated remuneration of Rs.7500/- (Seven Thousand five hundred) per month for **Data Entry Operator**.

5. **NUMBER OF VACANCIES:-**

Project Officer – One - To be ordinarily posted at Baripada, Mayurbhanj district.

Data Entry Operator –One- To be ordinarily posted in the office of OSLSA, Cuttack.

6. **CERTIFICATE / DOCUMENTS TO BE ATTACHED:**

- A. A candidate applying for the post of **Project Officer** must submit true copies of the following documents duly attested by a gazetted officer along with his / her application:
- i) Matriculation/ H.S.C.E. or equivalent Certificate in support of age.
 - ii) Bachelors Degree Certificate.
 - iii) Degree/ Diploma in Management/ Social Work/ Labour Welfare Certificate.
 - iv) Three years experience certificate in Management/ Social Work/ Labour Welfare.
 - v) Two self addressed stamped envelopes
 - vi) Two passport size recent photographs signed by the candidate on its face.
 - viii) Certificate of Diploma in Computer Application from a registered institute.
- B. A candidate applying for the post of **Data Entry Operator** must submit true copies of the following documents duly attested by a gazetted officer along with his/ her application.
- 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 passport size recent photographs signed by the candidate on its face.

7. **SELECTION TEST:**

FOR PROJECT OFFICER:

Candidates for the post of Project Officer shall have to appear in a viva-voce test. The authority reserves its right to conduct a qualifying written test in the event of receipt of large number of applications.

FOR DATA ENTRY OPERATOR:

Candidates for the post of Data Entry Operator 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 Post superscribed with the name of the post applied for. 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: 20.6.2014

Place: Cuttack

Sd/-
Member-Secretary
Odisha State Legal Services
Authority, Cuttack.

FORMATAffix recent Passport
size Photograph**Application for the post of :****Advertisement No.dated.....**

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 01.01.2014 : 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.

**ODISHA STATE LEGAL SERVICES AUTHORITY(OSLSA)
CANTONMENT ROAD, Qtr. No. SO/20, P.O. BUXIBAZAR,
CUTTACK-I.
E-mail: oslsa@nic.in**

ADVERTISEMENT FOR CONTRACTUAL APPOINTMENT.

Applications are invited from eligible candidates for filling up of the posts of Project Officer (one) and Data Entry Operator (one) under the Project “Legal Services to Workers of the Unorganized Sector” in Mayurbhanj district for a contract period till 31st March, 2015 on a consolidated remuneration of

Rs.30,000/- and Rs.7500/- respectively per month. For details, visit our website www.oslsa.in

A. The minimum qualifications required for the post of Project Officer are as follows:

- Graduate in any discipline, preferably in Management / Social work / Labour Welfare with three years experience in the said field.
- LL.B. will be an added advantage.
- Should be well versed in Microsoft Office applications
- Should have good writing and communication skills.
- Should not be more than 50 years of age.

B. The minimum qualification required for the post of Data Entry Operator are as follows:

- Graduate from any recognized university with Diploma in Computer application from a registered institute having working knowledge in computer software like MS Office, Inter-net etc.
- Age not below 21 years and not above 32 years as on 1.1.2014.

Interested candidates fulfilling the eligibility criteria mentioned above are requested to apply to the undersigned on or before 5.7.2014 through Post superscribed with the name of the post applied for.

Incomplete application in any form is liable for rejection. This office is not responsible for the postal delay. The undersigned reserves the right to cancel any or all the proposals without assigning any reason thereof.

***Member-Secretary,
Odisha State Legal Services Authority,
Cuttack.***