

**OFFICE OF THE CHIEF JUDICIAL MAGISTRATE-CUM-  
SECRETARY, DISTRICT LEGAL SERVICES AUTHORITY,  
DISTRICT ADR CENTRE, PANIPAT**

No. 13 / Dated 06-01-2020

**ADVERTISEMENT**

Applications are invited from the candidates for the following posts having qualifications mentioned against each for a period of one year purely on contractual basis under Part-II of Outsourcing Policy of Haryana Government. Such engagement will be purely contractual in nature and can be terminated at any time without assigning any reason or prior notice and the persons so engaged shall have no right to claim either regularization or any other benefit of such engagement for any purpose in the office in which they will engaged in any office:

Sr. No.	Nomenclature of posts	No. of posts/place of office	Qualifications												
1.	Steno Typist	01(For Permanent Lok Adalat, Public Utility Services, Panipat)	(a) Degree of Bachelor of Arts, Science, commerce or equivalent thereto from a recognized university; (b) Speed of 80 words per minute in English Shorthand and 15 words per minute in Transcription of the same and Speed of 64 words per minute in Hindi Shorthand and 11 words per minute in Transcription of the same												
2.	Clerk/Ahlmad	01(For Permanent Lok Adalat, Public Utility Services, Panipat)	(a) Graduation degree or equivalent thereto from a recognized University; (b) Matriculation with Hindi/Sanskrit as one of the subject; Preference shall be given to the person holding higher qualification. <b>Note:-</b> Candidates shall have to take a written examination in the following subjects: <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th>Sr. No.</th> <th>Subject</th> <th>Maximum Marks</th> <th>Qualification marks</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>English Composition</td> <td>100</td> <td>50%</td> </tr> <tr> <td>2.</td> <td>General Knowledge</td> <td>100</td> <td>50%</td> </tr> </tbody> </table>	Sr. No.	Subject	Maximum Marks	Qualification marks	1.	English Composition	100	50%	2.	General Knowledge	100	50%
Sr. No.	Subject	Maximum Marks	Qualification marks												
1.	English Composition	100	50%												
2.	General Knowledge	100	50%												
			No candidate shall be considered for appointment unless he obtains 55% marks in aggregate in the written examination and qualifies the type test in Hindi or English with minimum speed of 30 words per minute;												

- Last date for submissions of application is 10.02.2020 (5.00 PM).
- Applicant should not be less than 18 years and more than 42 years of age as on last date of submission of application.
- The applicants who fulfill the aforesaid qualification for the posts mentioned above will be required to appear for written test/interview in the District ADR Centre, Ground Floor, District Courts Complex, Panipat on the date fixed which shall be intimated later on through telephone. Separate call letters will not be issued to the applicants.
- The applications should reach this office either by registered post or by hand before the closing date upto 5.00 PM on the above-mentioned address by mention on the top of the envelope.
- The applications received after due date and time will not be entertained either through post or by hand.
- The application should be on plain paper with recent photographs of candidates affixed thereon containing full particulars i.e. name, father/husband name, date of birth, gender, educational qualification, category, permanent address, present postal address, experience, phone number(must). Nationality, alongwith affixing thereon a stamp of 5/- properly stamped envelopes.
- Incomplete applications shall not be entertained without giving any intimation to the applicant.
- If on verification at any time before or after the said test, it is found that an applicant does not fulfill any of the eligibility condition, his/her candidature shall stand canceled without any notice.
- No TA/DA will be paid to any applicant for appearing in written examination or interview.
- This office shall not be responsible for any kind of postal delay.
- In case of any query, applicant may contact the office of undersigned on the telephone Helpline Number: **0180-2640125, 2641125.**

  
Chief Judicial Magistrate-cum-Secretary,  
District Legal Services Authority,  
Panipat