

NOTICE BOARD

DISTRICT LEGAL SERVICES AUTHORITY, THANJAVUR.

DISTRICT COURT CAMPUS, THANJAVUR.

Recruitment application for the Post of Junior Administrative Assistant/Junior Administrative Assistant (Computer Operator)/Office Assistant are invited for the following vacancies in Legal Services institutions in Thanjavur District.

1. Junior Administrative Assistant - 3 posts (1-BC, 1-MBC, 1-GT)
2. Junior Administrative Assistant
 (Computer Operator) - 1 post (1 B.C.)

The model form of application with covering letter and the instructions to the applicants are enclosed.

The last date for the submission of applications is 26.11.2017 at 5.30 P.M.

The duly filled applications should send to the Principal District Judge/Chairman, District Legal Services Authority, District Court Campus, Thanjavur-613 001.

CHAIRMAN/PRINCIPAL DISTRICT JUDGE,
District Legal Services Authority,
THANJAVUR.

From

XXXXXXXXXXXX

XXXXXXXXXXXX

XXXXXXXXXXXX

To

The Chairman/Principal District Judge,
District Legal Services Authority,
Thanjavur.

Respected sir,

Sub: District Legal Services Authority – Recruitment – Application for the Post of Junior
Administrative Assistant/Junior Administrative Assistant (Computer Operator)
– Submitted -- Regarding.

I am herewith enclosing my Application for the post of Junior Administrative
Assistant/Junior Administrative Assistant (Computer Operator) in the prescribed proforma with self
attested copies of Documents /Certificates.

I may be given an opportunity to serve in the Legal Services Institutions.

Thanking you

Yours faithfully,

(XXXXXXXXXXXX)

Place:

Date:

Application for the post of

Name :
Father Name :
Date of Birth
(Certificate to be enclosed) :
Age (as on 01.07.2017) :
Sex :
Nationality :
Religion :
Community and caste
(Certificate to be enclosed) :

Recent
passport size
photo to be
affixed

Education Qualification
(Certificates to be enclosed)

S.No	Name of the Institutions	Course	Year

Technical Skills (If any)
(Proof to be enclosed) :

Employment Registration
Number and Date
(Proof to be enclosed) :

Languages known :

Permanent Address
(Proof to be enclosed) :

Criminal Cases (If any) :

Contact No :
E-Mail ID (if any) :

List of Documents/
Certificates enclosed : 1)
2)
3)

I, XXXXXXXX, S/D/C/O XXXXXXXX, do hereby declare that the details furnished above are true to the best of my knowledge and belief.

Place :
Date :
Yours faithfully,
(XXXXXXXXXX)

Instructions to Applications

1. The applicants are instructed to fill the applications, Preferably in their own hand writing by using Black/Blue Ball pens (or) by Computer typed.
2. The applicants should specifically mention the post for which the application is submitted.
3. Separate applications to be submitted for each post.
4. A self addressed postal cover with stamp for Rs.50/- to be enclosed along with all applications without fail.
5. **The Minimum age** for all categories is completion of 18 years as on 01.07.2017
6. **The Maximum age** limit for Schedule Caste and Schedule Tribe is 35, for Most Backward classes and Back ward classes is 32, and for Open Category is 30 as on 01.07.2017
7. **The minimum Educational qualification** prescribed for the post of Junior Administrative Assistant is a pass in 10+2/HSC.
8. **The minimum Educational qualification** prescribed for the post of Junior Administrative Assistant (Computer Operator) is a pass in 10+2/HSC along with a Certificate Course in Computer on Office Automation/Diploma in Computer Applications.
9. The self attested copies of following Documents/Certification to be enclosed along with the application.

a)	Proof for Date of Birth and Age	Birth certificate/VIII/S.S.L.C/H.S.C Certificate
b)	Proof of Community	Community Certificate issued by Competent Authority.
c)	Proof of Educational Qualification	VIII/S.S.L/HSC/Degree/Diploma Certificate
d)	Proof for Technical Skills	Certificates issued by the Institutes/Driving License.
e)	Proof of Employment Registration number and date	Copy of Employment Registration card
f)	Proof of Permanent address	Ration Card/Voter ID/Aadhar Card/Passport

10. The Rule of Reservation (Statewide) will be followed for total post of every category. The Member Secretary of this Authority may transfer any of the Staff members of this Authority across the State on Administrative exigency
11. The duly filled in applications should reach the office of the Principal District Judge/Chairman, District Legal Service Authority, Thanjavur on or before 26/11/2017. @ 5.30 P.M.
12. The applications received after 26/11/2017 @ 5.30 P.M (or) not duly filled (or) without enclosures will be rejected summarily.
13. The applicants are hereby informed that mere submission of application to any of the post does not render any right to claim an appointment so that post.
14. The Member Secretary, Tamil Nadu State Legal Services Authority is empowered to cancel (or) Postpone the process of recruitment/appointment without any notice.

MEMBER SECRETARY,
TAMIL NADU STATE LEGAL SERVICES AUTHORITY,
HIGH COURT, CHENNAI-600 104