

PUBLIC NOTICE

Applications are invited from the general public to fill up the following vacant posts, for a period of six months or till regular appointments are made, whichever is earlier, on prevailing rates fixed by the Deputy Commissioner, Narnaul under the Minimum Wages Act:-

(i) Mediation and Conciliation Centre, Narnaul.

Name of post	No. of Vacancy category-wise	Qualification
Stenographer	01 (General)	(a) Graduation from a recognized University. (b) Speed of 100/20 words per minute in English Shorthand/Typewriting and 80/15 words per minute in Hindi Shorthand/typewriting.
Peon	01 (General)	Middle standard examination and possessing knowledge of Hindi.

No person shall be appointed to any post in the service by direct recruitment who is less than 18 years or more than 42 years of age on the last date of submission of application to this office. Any order/notification issued by the Government from time to time with regard to relaxation of age or any other concession in respect of SC/ST/OBC or any other specific category of person shall apply mutatis mutandis subject to such variations, if any, as the State authority may specify.

Last date of receipt of applications is **07.11.2016**. No application received thereafter shall be entertained in any case.

The candidate shall submit application on plain paper, duly affixed with his/her latest photograph on its top, containing details particulars i.e. name, father's/husband's name, date of birth, sex, educational qualifications, category, if any, permanent and postal address with cell-phone number and experience, if any, alongwith attested copies of relevant certificates besides two self addressed properly stamped envelopes. The applications should reach this office either by registered post or by hand, well before the closing date i.e. **07.11.2016**.

The application should be addressed to the "The Secretary, District Legal Services Authority, Narnaul and should have a reference to the advertisement published in the newspaper or displayed on the Notice Board.

The prescribed Stenography test shall be held at ADR Centre, Judicial Complex, Narnaul on **21.11.2016**. The candidates shall report at the centre for the test at **9.30 AM**. The candidates shall bring their own typewriter and pencil.

The candidates who would qualify the prescribed Stenography test shall have to produce 'pass' certificate of State Eligibility Test in Computer Appreciation and Applications issued by HARTRON or any other agency as approved by the Government, within a period of six months of the date of joining on the post.

The candidates possessing the qualifications as detailed in Rule 10(6) of the Haryana Legal Services Authority Group B, C & D employees (Recruitment and Conditions of Service) Rules, 2016 shall be exempted from the prescribed State Eligibility Test in Computer Appreciation and Applications (SETC).

The Interview of the eligible candidates for the post of Peon will be conducted by the Selection Committee in accordance with the Rules on the subject as per following schedule:-

Name begins with alphabets	Date/time	Venue
A-J	28.11.2016 at 2.00 PM	ADR, Centre District Court Complex, Narnaul
K-R	29.11.2016 at 2.00 PM	ADR, Centre District Court Complex, Narnaul
S-Z	30.11.2016 at 2.00 PM	ADR, Centre District Court Complex, Narnaul

The recruitment/selection in respect of the aforesaid posts shall be conducted in accordance with the provisions/procedure prescribed under the Haryana Legal Services Authority Group B, C & D employees (Recruitment and Conditions of Service) Rules, 2016 and the instructions covering the subject issued by the Haryana Government from time to time.

Incomplete applications, without photograph, envelopes and attested copies of relevant certificates shall be straightway rejected without any information to the candidates.

Sd/-
District & Sessions Judge-cum-
Chairman, District Legal Services
Authority, Narnaul.