



# JAMMU AND KASHMIR LEGAL SERVICES AUTHORITY

JDA COMPLEX JANIPUR, JAMMU/ OLD SECRETARIAT, SRINAGAR

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Jammu: 0191- 2539962 (f) 2539679

Srinagar: 0194- 2480408 (f) 2476945

**Subject: -** Advertisement notice for filling up the vacant posts of Orderly (Class IV) in the J&K Legal Services Authority for UT Cadre, and Divisional Cadre Kashmir.

**Advertisement Notice No: - 01 of 2024**

**Dated: - 02-08-2024**

- a) Date of Commencement for submission of offline application: **02 -08-2024**  
b) Last Date for submission of offline applications: **16-08-2024 upto 4:00 PM**

**Total Number of posts advertised = 05**

1. UT Cadre = 04  
2. Div. Cadre Kashmir = 01

Offline applications are invited from the eligible candidates for participating in the selection process for the post of Class IV (Orderly) in J&K Legal Services Authority, in the pay scale of Rs. 14800-47100 Level-SL1. The applications forms shall be submitted in the prescribed format only, attached herewith as Annexure 'A'. The Category-wise vacancies for such posts are as under:

UT Cadre	Division Cadre Kashmir
OM =02 SC =01 ST-I =01	OM = 01
<b>Total =04</b>	<b>Total = 01</b>

**Eligibility: -**

- i) Candidates applying for the posts under UT Cadre should be domicile of UT of Jammu and Kashmir in terms of **S.O 166 dated 18.05.2020** issued by GAD, Government of Jammu and Kashmir and those who are residents of UT of J&K for a period of not less than 15 years before the date of applying and are actually residing in the area.
- ii) **are having age as on 01.01.2024.**  
I. Not below 18 years, and  
II. Not above;  
(a) 40 years in case of Open Merit.  
(b) 43 years in case of SC/ST/RBA/OBC/EWS  
(c) 42 years in case of Physically Challenged candidates.  
(d) 48 years in case of Ex. Servicemen.  
(e) 40 years in case of candidates in Government Service/Contractual employees;
- iii) are in possession of the prescribed minimum academic qualification and fulfill all other eligibility conditions wherever required as shown against each post/item in the **Annexure "A"**


*Handwritten signature and date: 02/08/2024*

**by or before the last date of submission of application forms i.e. 16-08-2024, upto 4:00 PM.**

- iv) Please note that the above procedure is the only valid procedure for applying. In no other mode, the Application Form would be accepted and even offline incomplete Application Form would not be accepted;
- v) The in-service candidates / contractual employees shall submit their application forms through proper channel viz, the concerned Head of the Department. In the event of failure of the candidate to route the application through proper channel, his /her eligibility shall be assessed as if he/she is not an in-service candidate.
- vi) The last date for submission of offline application form as prescribed above shall be the cut-off date for determining the eligibility to apply for the post. The age limit, however, is determinable with reference to 1<sup>st</sup> of January 2024. Any qualification/experience acquired after last date of receipt/ submission of application form i.e. 16-08-2024 shall not be taken into account for any purpose
- vii) have deposited fee of Rs. 200/- (**Rupees Two Hundred only**).


**Note:**

- i) Application alongwith the fee of Rs. 200/- (Rupees Two Hundred only) in the shape of demand draft in favour of Member Secretary, J&K Legal Services Authority Srinagar/Jammu shall be submitted in the office of J&K Legal Services Authority/ High Court Legal Services Committee and concerned District Legal Services Authority of the UT of J&K.
- ii) The reservation for various categories would be determined as per the provisions of S.O 176 dated 15.03.2024 and S.O 305 dated 21.05.2024.
- iii) No TA/DA shall be paid to the candidates for test/interview.
- iv) Qualification acquired after the last date of submission of application shall not be taken for consideration.
- v) The number of vacancies may increase or decrease, depending on their availability at the time of final selection.
- vi) Call letters shall not be issued individually. However, wide publicity shall be given through print and electronic media, Official website <http://jkslsa.gov.in> of J&K Legal Services Authority about the venues, dates of interview for the information of eligible candidates. No clam of being unaware of the dates for interview shall be entertained.
- vii) The prescribed qualification reflects the bare minimum requirement for the job and mere possession thereof shall not entitle a candidate to be called for test/interview.
- viii) The application should be accompanied with the self attested photo copies of qualification and other necessary documents
- ix) Submission of application form and fee payment shall not be accepted/ entertained after the cut of date fixed for receipt of the same.

  
20/08/2024  
**Amit Kumar Gupta**  
**Member Secretary**

**Annexure-A to the Advertisement Notice No. 01 of 2024**  
**Dated:-02-08-2024.**

<b>Post and Grade</b>	<b>No. of Vacancies</b>	<b>Breakup of posts Category-wise</b>	<b>Prescribed Qualification</b>
Orderlies=4 Posts (Level-SL1) (14800-47100)	UT Cadre =04	OM = 02	Minimum Matriculation Maximum 10+2
		SC = 01	
	ST-I = 01		
	<b>Total = 04</b>		
Kashmir Division =01	OM = 01	<b>Total = 01</b>	

  
**Amit Kumar Gupta**  
**Member Secretary**  
02/08/2024

No: SLSA/Estt/2021/03-II/812-17.

Dated: 02.08.2024

**Copy to:**

1. Principal Secretary to Hon'ble the Chief Justice, for information of his Lordship.
2. Secretary to Hon'ble Executive Chairman for information of his Lordship.
3. Director information, Jammu, with the request to publish the above advertisement notice in the two Daily leading News Papers of Jammu and Srinagar.
4. Director, Doordarshan Kendra, Jammu/Srinagar with the request to broadcast the above advertisement notice in News and Employment Bulletin.
5. Director, Radio Kashmir Srinagar/Jammu with the request to broadcast the above advertisement notice in News and Employment Bulletin.
6. In-charge Website JKLSA for uploading the same on the Website.

**JAMMU AND KASHMIR LEGAL SERVICES AUTHORITY**  
**OLD SECRETARIAT, SRINAGAR**

1. Application for the post of \_\_\_\_\_.
2. UT/Divisional cadre Kashmir \_\_\_\_\_.
3. Advertisement Notice No. \_\_\_\_\_.
4. Name of the applicant (IN BLOCK LETTERS) \_\_\_\_\_
5. Gender : ( Male / Female/ Transgender)
6. Father's Name (IN BLOCK LETTERS) \_\_\_\_\_.
7. Permanent Address \_\_\_\_\_ Tehsil \_\_\_\_\_  
District \_\_\_\_\_ Pin Code \_\_\_\_\_.
8. Address for correspondence \_\_\_\_\_  
Tehsil \_\_\_\_\_ District \_\_\_\_\_ Pin Code \_\_\_\_\_.  
Mobile number \_\_\_\_\_ E-mail address \_\_\_\_\_.
9. Date of Birth \_\_\_\_\_ (as per Matriculation Certificate)
10. Category \_\_\_\_\_

General	RBA	S.C	ST-1	EWS	LAC	Any Other

11. Are you already in Govt. service (if yes. Indicate name of the Department with length of service as such).

12. Educational qualification (Attach self-attested copies)

S.No.	Examination	Year	Board/University	Subject	Marks Obtained	Percentage

13. Bank draft No. \_\_\_\_\_ Date \_\_\_\_\_ . 08 .2024 for an amount of Rs. \_\_\_\_\_.
- Name of the Bank \_\_\_\_\_ Payable at \_\_\_\_\_.
- Bank Branch \_\_\_\_\_.

Signature of the Candidate

Declaration by the Candidate:

I hereby declare that:-

- i) The information/data furnished in this application form is true and correct to the best of my Knowledge and belief. I further declare that nothing has been concealed.
- ii) There is no wilful mis-representation of facts and concealment of information and if proved otherwise, the J&K LSA may cancel my candidature and I shall be liable for action as Warranted under rules including debarring me either permanently or for a specified period for applying for the posts advertised by it.
- iii) I have never been arrested, prosecuted or convicted in any criminal case.
- iv) I fulfill all the requisite qualifications prescribed for the post.

Signature of the Candidate