



PUNJAB STATE LEGAL SERVICES AUTHORITY  
SITE NO. 126, SECTOR 69, SAS NAGAR (MOHALI)

**APPOINTMENT FOR 19 POSTS OF CLERKS BY WAY OF TRANSFER**

Pay Scale : 10300 – 34800 + 3200 (Initial Start 13500/-)

**ELIGIBILITY CRITERIA**

1. **Minimum Educational and other Qualifications:-**

- (i) The employee should have passed Bachelor's Degree from a recognized University or Institution;

AND

- (ii) Possesses at least one hundred and twenty hours course with hands on experience in the use of Personal Computer or information Technology in office productivity applications or Desktop publishing applications from a Government Recognized Institution or a reputed Institution, which is ISO 9001, certified;

OR

Possesses Computer Information Technology Course equivalent to 'O' level certificate of Department of Electronics Accreditation or Computer Course (DOEACC) of Government of India.

- (iii) As per instructions/Notifications issued by the Government of Punjab from time to time, the candidates must have passed the Punjabi and English typing test.

2. **Age:-**

The age of the applicant shall not exceed 45 years as on 01.01.2019.

3. **Last Date:-**

The interested candidates may send their applications through their Heads of Department to the office of Punjab State Legal Services Authority, Site No. 126, Sector 69, SAS Nagar, Mohali *on or before 25/01/2019* till 5 P.M.

Any application received after the last date or the application received without enclosing the No Objection Certificates from the concerned departments shall not be considered under any circumstances.

4. **Detail of the vacancies existing as on today in the various District Legal Services Authorities as well as in the Head office of Punjab State Legal Services Authority is as under:-**

Sr. No.	DLSA/SLSA	No. of Vacancies
1	Head Office at SAS Nagar	1
2	Amritsar	1
3	Bathinda	1
4	Faridkot	1
5	Ferozepur	1
6	Fazilka	1
7	Hoshiarpur	2
8	Jalandhar	1
9	Kapurthala	1
10	Ludhiana	1
11	Mansa	1
12	Moga	2
13	Pathankot	1
14	Rupnagar	1
15	Sangrur	1
16	SBS Nagar	1
17	Sri Muktsar Sahib	1

The number of vacancies can be increased or decreased as per the requirement without any prior notice. The availability of posting station may also change.

5. **Other Terms and conditions:-**

- (i) The employee must be confirmed as Clerk in the Parent Department in terms of Punjab Government Letter No. 11/4/88-1PP1/4960 dated 08.04.1991, in the pay scale of 10300-34800 +3200 G.P.
- (ii) While sending the applications, the concerned Department must enclose the following information alongwith the application:-
  - (a) Duly filled Application form in prescribed proforma (Annexure A) attested by Head of Department.
  - (b) Attested copy of Appointment Letter issued by the present department to the concerned employee as Clerk.

- (c) Date of clearance of probation period and confirmation alongwith copy of relevant orders.
  - (d) Certified copies of the Educational Qualifications as per the directions issued by Government of Punjab vide dated 10.02.2009.
  - (e) No Objection Certificate issued by the Head of Department.
  - (f) Certificates to the effect that there is no departmental/ vigilance enquiry or any criminal proceedings pending against the employee in the judicial courts in the State of Punjab or anywhere in India.
- (iii) The Competent Authority would conduct an interaction with the applicants before the appointment in the State Authority.
  - (iv) The employees who are working on contract/adhoc are not eligible.
  - (v) All announcements regarding this recruitment process will be made on the official website of Punjab State Legal Services Authority [www.pulsa.gov.in](http://www.pulsa.gov.in). The candidates are advised to keep on visiting the said website. Punjab State Legal Services Authority shall not be responsible for missing or non receipt of any information on account of his/her failure to check up with the official website from time to time.
  - (vi) Incomplete application or the application received directly will be rejected summarily without any correspondence.
  - (vii) Wrong particulars, misinformation or concealment of the information will lead to rejection of candidature besides other legal consequences. No request for change of any given information would be entertained.
  - (viii) Acceptance of submitted applications does not imply that candidate has fulfilled all the eligibility criteria. The application/information shall be subject to subsequent scrutiny, application can be rejected at any point of time if found to be not fulfilling the eligibility criterion.
- 6. Selection Criteria:-** The Punjab State Legal Services Authority reserves the right to shortlist the candidates on the basis of the criteria fixed by the competent authority.

Sd/-  
Member Secretary.  
(10/01/2019)

## APPLICATION FORM

1. Choice of Station, where the applicant wishes to be appointed : (a)  
(b)  
(c)

latest  
Passport size  
self attested  
photograph

2. Name of the applicant :

3. Father's Name :

4. Name of the Post (against which Presently working including pay scale)

5. Name of the Department :

Station of Posting in the Present :  
6. Department

7. Age (as on 01.01.2019) :

8. Residential Address (as recorded in service book) :

9. Mobile Number :

10. Educational Qualification (Matric onwards):

Sr. No.	Name of Examination	University/Board	Year of Passing	% of Marks

11. Was the applicant ever arrested :  
detained in Judicial Custody,  
summoned by Court of Law,  
ordered to be bound down in  
security proceedings, convicted,  
acquitted, discharged for any offence

12. Whether the employee has ever :

been discharged, removed, dismissed  
or dispensed from service of any  
Govt. or Semi-Govt./Board/Corporation/  
Autonomous Body? (Write Yes or No)

13. Has any department/judicial :  
inquiry or any disciplinary proceedings  
ever been initiated or pending against  
the employee? (if yes, then give details)

Place:

Date :

Signature of the Applicant.

**Declaration by the Applicant:-**

- i) I, \_\_\_\_\_ S/O,D/O,W/O \_\_\_\_\_ certify that  
Particulars/information given in the application is true and correct  
according to my knowledge and nothing has been concealed therein and  
that in case any information/particular (s) is/are found to be false,  
fabricated, misrepresented, suppressed or concealed, I shall be liable for  
appropriate legal action including termination, dismissal or discharge at  
any stage of appointment without any notice.
- ii) I have attached the '**No Objection Certificate**' from the Head of the  
Department of the present establishment to apply against the post of  
Junior Scale Stenographer in Punjab State Legal Services Authority.

Signature of the Applicant

Endst No. \_\_\_\_\_

Dated \_\_\_\_\_

The Application given by Sh/Smt. \_\_\_\_\_ for the appointment to the  
post of Clerk in Punjab State Legal Services Authority by way of transfer is  
hereby forwarded. This Department has no objection for his appointment by way  
of transfer. It is further certified that:

1. The Particulars entered in the application are correct as per record.
2. The integrity of the Official is above board and no department/judicial  
proceedings are pending or initiated against Sh/Smt. \_\_\_\_\_

Any other remarks (if any).

Head of the Department