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## LAW DEPARTMENT

### NOTIFICATION

The 3rd May, 2017

**S.R.O. No.204/2017**—In exercise of the power conferred by Section 28 of the Legal Services Authorities Act, 1987 (39 of 1987), the State Government in consultation with the Chief Justice of the Orissa High Court do hereby make the following rules further to amend the Odisha State Legal Services Authority Rules, 1996 namely:—

**1. Short title and commencement** :—(1) These rules may be called the Odisha State Legal Services Authority (Amendment) Rules, 2017.

(2) They shall come into force from the date of their publication in the *Odisha Gazette*.

**2.** In the Odisha State Legal Services Authority Rules, 1996 (hereinafter referred to as the said rules), for rules 6 and 7, the following rules shall be substituted, namely:—

“6. Appointment of officers and other employees of the State Authority and their eligibility,—(1) The State Authority shall have such number of officers and employees to rendering secretarial assistance in day-to-day work and perform such functions as specified in the SCHEDULE-A appended to these rules.

(2) No person shall be eligible for appointment to any post under the State Authority,—

- (a) unless he or she is a citizen of India;
- (b) if he has been convicted of an offence involving moral turpitude;
- (c) if he has entered into or contracted a marriage with a person having a spouse living;
- (d) if he having a spouse living and has entered into or contracted marriage with any person:

Provided that if the Appointing Authority is satisfied that such marriage is permissible under the personal law applicable to such person or there are other grounds for doing so, exempt any person from the operation of the rules.

(3) Notwithstanding anything contained in these rules, Member Secretary of the State Authority shall consider for promotion of Sr. Gr. Typist of State Authority having minimum of three years of experience as such, to the post of Senior Assistant, if eligible Junior Assistants of the State Authority are not available.

6-A. Reservation— Notwithstanding anything contained in these rules, reservation of vacancies for,—

- (a) Schedule Castes and Schedule Tribes shall be made in accordance with the provisions of the Odisha Reservation of Vacancies in Posts and Services ( for Scheduled Castes and Schedules Tribes) Act,1975 and the rules made thereunder ; and
- (b) SEBC, Women, Sports persons, Ex-Serviceman and Person with Disabilities shall be made in accordance with the provisions made under such rules, orders, instructions or Resolution issued in this behalf by the Government from time to time.

7. The condition of service and the salary and allowances of officers and other employees of State Authority —

(1) The scale of pay , number of posts, method of appointment , qualification and condition of service of the officers and employees of the State Authority shall be as indicated against each post is specified in the SCHEDULE-A appended to these rules:

Provided that where the candidates secured same marks, the candidate who is older in age shall be placed above the other.

(2) In all the matters relating to service conditions like promotion, age of retirement, allowances ,leave, medical facility, discipline and conduct , provident fund, relaxation of age and other concession ,if any of the officers and other employees of the State Authority shall be governed by the rules, regulations, notifications and circulars of the State Government as are applicable to persons holding equivalent posts in the service of the State Government.

(3) Gradation list of the officers and other employees borne in the cadre of the State Authority shall be prepared on the basis of their position in the merit list in case of direct recruits and on the basis of select list prepared by the Departmental Promotion Committee in case of the promotees as approved by the Appointing Authority.

(4) In case of direct recruitment relating to the posts as specified in the SCHEDULE-A appended to these rules, application shall be invited by the Member Secretary, Odisha State Legal Services Authority in the specific format to be decided by him and a merit list of candidates shall be prepared after conducting written test, computer test, wherever, required and *Viva Voce* test for different categories of posts.

(5) The syllabus and standard of examination as may be decided by the Member-Secretary.”

**3.** In the said rules, rule 11 and 12 shall be omitted.

**4.** In the said rules, for rule 16, the following rule shall be substituted namely:—

“16.(1) Every person, whose annual income from all sources does not exceed one lakh shall be entitled to legal services under clause (h) of Section 12, if the case is before a court, other than the Supreme Court.

(2) The ceiling of annual income as mentioned under sub-rule(1) shall not be applicable to—

(a) Transgender and persons living with HIV or AIDS ; and

(b) Senior Citizens (persons above sixty years of age).”

**5.** In the said rules after rule 17, the following rule shall be inserted, namely:—

“18. Relaxation— where the State Government are of the opinion that it is necessary or expedient to do so in the public interest, it may , by order, for reasons to be recorded in the writing , relax any of the provisions relating to condition of service of the officers and other employees of the State Authority , District Authority and Taluk Legal Services Committee in consultation with the Chief Justice of the Orissa High Court.”

**6.** In the said rules, for SCHEDULE-A the following SCHEDULE shall be substituted, namely:—

**SCHEDULE-A**  
**See rule 6(1) and 7(1)**

Sl. No.	Name of the Post	Classification	Scale of Pay	No of post	Appointing Authority	Method of Recruitment/ appointment	Age – limit for direct recruitment	Educational & Other qualification for direct recruits/ promotes	Period of Probation, if any	Composition of D.P.C.	JOB DESCRIPTION	REMARKS
1	2	3	4	5	6	7	8	9	10	11	12	13
1	<b>Member Secretary</b> in the Cadre of District Judge.	Group- 'A'	<b>Own Scale of pay</b> ( He shall be entitled to special pay as admissible to officers of that Grade)	<b>1</b> <b>(One)</b>	The Law Department, Govt. of Odisha	----	----	----	----	----	The Power and Functions as described in rules 4 & 5 of OSLSA Rules,1996	----
2	<b>Deputy Secretary</b> in the Cadre of Senior Civil Judge.	Group- 'A'	<b>Own Scale of pay</b> ( He shall be entitled to special pay as admissible to officers of that Grade)	<b>1</b> <b>(One)</b>	The Law Department, Govt. of Odisha	----	----	----	----	----	To render Secretarial assistance to the Member Secretary	----
3	<b>Assistant Secretary</b> in the Cadre of Civil Judge (Jr. Divn).	Group- 'A'	<b>Own Scale of pay</b> (He shall be entitled special pay as admissible to officers of that Grade.)	<b>1</b> <b>(One)</b>	The Law Department, Govt. of Odisha	----	----	----	----	----	To render Secretarial assistance to the Member Secretary and Deputy Secretary	----
4	<b>Accounts Officer</b> in the Cadre of O.F.S (Jr.Br.)	Group- 'A'	Rs.15,600-39,100 Plus G.P.Rs.5400	<b>1</b> <b>(One)</b>	The Finance Department, Govt. of Odisha	----	----	----	----	----	To monitor the financial matters of the State Authority and its field units	----
5	<b>Establishment Officer</b>	Group- 'A'	Rs.9,300-34,800 Plus G.P.Rs.5400	<b>1</b> <b>(One)</b>	Member Secretary OSLSA	By promotion from Superintendent, Level-I of O/o OSLSA	----	By Promotion of the employee who has worked as Superintendent Level-I at least for a period of one year.	One Year	Member Secretary, Deputy Secretary and another officer to be nominated by the Member Secretary	To remain in charge of Office Establishment	----

1	2	3	4	5	6	7	8	9	10	11	12	13
6	<b>Superintendent Level-I</b>	Group- 'B'	Rs.9,300-34,800 Plus G.P.Rs.4800	1 <b>(One)</b>	Member Secretary OSLSA	By promotion from Superintendent, Level-II of O/o OSLSA	----	The employee must have worked as a Superintendent, Level-II for at least two years.	One Year	Member Secretary, Deputy Secretary and another officer to be nominated by the Member Secretary	To remain in overall charge of the work of Class-III and Class-IV employees. Besides, his primary duty shall be in relation to correspondence, maintenance of records, statistics and information of legal aid activities and dealing with legal aid activities and dealing with urgent important matters, or, the duty as may be assigned by the Member Secretary.	----
7	<b>Superintendent Level-II</b>	Group- 'B'	Rs.9,300-34,800 Plus G.P.Rs.4600	1 <b>(One)</b>	Member Secretary OSLSA	By promotion from Senior Assistant of O/o OSLSA	----	The employee must have worked as Senior Assistant for a period of 9 years.	One Year	Member Secretary, Deputy Secretary and another officer to be nominated by the Member Secretary	He will perform the duties as assigned by the Member Secretary.	----
8	<b>Senior Assistant</b> (One being accounts knowing)	Group- 'B'	Rs.9,300-34,800 Plus G.P.Rs.4200	3 <b>(Three)</b>	Member Secretary	By promotion from Jr. Asst. of O/o OSLSA and from Sr. Gr. Typist if eligible Jr. Assts. are not available .	----	A jr. Asst. must have worked for 3 years as such and must have passed Accounts Training. In case of Sr. Grade Typist , he must have three years experience as such.	One Year	Member-Secretary, Deputy Secretary and another officer to be nominated by the Member Secretary	<b>(1)</b> To remain in charge of State Budget, preparing all types of Bills and handling of Cash as available in shape of Permanent Advance etc.	----

1	2	3	4	5	6	7	8	9	10	11	12	13
											<p><b>(2)</b> To remain in charge of accounts of Grants received from NALSA and State Govt. and Other Agencies towards legal services activities etc.</p> <p><b>3)</b> To remain in charge of statistics information, figures and progress report, library and other works as assigned by the Member Secretary</p>	
9	<b>Junior Assistant</b>	Group- 'C'	Rs. 5,200-20,200 Plus G.P.Rs.1900	6 <b>(Six)</b>	Member Secretary	By Direct Recruitment	The Candidate must not be less than 18 years and not more than 32 years of age	The candidate must possess a degree in any discipline from a recognized University with Diploma in Computer Application from any recognised Institution.	Two Years	----	<p>(1) To remain in charge of Stationery, Stock of furnitures and forms, vehicles, R.R.T. R.C.M etc.</p> <p>(2) To deals with District Authorities, High Court Committee, and Taluk Legal Services Committees regarding Accounts matter and preparing the annual</p>	Recruitment shall be made by Odisha Staff Selection Commission or in consultation with OSSC, recruitment shall be made by the State Authority

1	2	3	4	5	6	7	8	9	10	11	12	13
											<p>accounts.</p> <p>3) To deals with preparing the bills and maintain all register relating to bills</p> <p>4) To maintain cash book of all the grants and General Cashbook</p> <p>5)To maintain Legal Aid Application and its registers etc</p> <p>6) To deals with schemes formulated by the State Govt. and NALSA.</p>	
10	<b>Personal Assistant</b>	Group- 'B'	Rs.9,300-34,800 Plus G.P.Rs.4600	1 <b>(One)</b>	Member Secretary	By promotion from Senior Stenographer of O/o OSLSA / Deputation from State Govt. / Subordinate Judiciary in case of non availability..	----	The employee must have worked for 5 years as Senior Stenographer	One Year	Member-Secretary, Deputy Secretary and another officer to be nominated by the Member-Secretary.	He will function as the Personal Assistant to the Member Secretary	
11	<b>Senior Stenographer</b>	Group- 'B'	Rs.9,300-34,800 Plus G.P.Rs.4200	1 <b>(One)</b>	Member Secretary	By Promotion from Jr. Stenographer of O/o OSLSA / Deputation from State Govt. / Subordinate Judiciary in case of non availability..	----	The employee must have worked for 3 years as Junior Stenographer	One Year	Member-Secretary, Deputy Secretary and another officer to be nominated by the Member-Secretary.	He will function as the Stenographer to the Deputy Secretary	

1	2	3	4	5	6	7	8	9	10	11	12	13
12	<b>Junior Stenographer</b>	Group- 'C'	Rs. 5,200-20,200 Plus G.P.Rs.2400	1 <b>(One)</b>	Member Secretary	By Direct recruitment	The Candidate must not be less than 18 years and not more than 32 years of age	The candidate must possess a Degree in any discipline from a recognized University with a speed 80 w.p.m. both in English & Odia Shorthand and 40 w.p.m. in English type writing and 20 w.p.m. in Odia typewriting and must have passed DCA from any registered Institution	Two Years	----	He will perform the duties as assigned by the Member Secretary	Recruitment shall be made by Odisha Staff Selection Commission.
13	<b>Senior Grade Typist</b>	Group- 'C'	Rs. 5,200-20,200 Plus G.P.Rs.2400	1 <b>(One)</b>	Member Secretary	By deputation from State Government.	----	The employee must have worked as Junior Grade Typist for at least three years in the State Govt.	Two years	Member-Secretary, Deputy Secretary and another officer to be nominated by the Member-Secretary.	To remain in charge of despatch and postal accounts and type work of State Authority and duties assigned by the Member Secretary	----
14	<b>Diarist</b>	Group - 'C'	Rs. 5,200-20,200 Plus G.P.Rs.1900	1 <b>(One)</b>	Member Secretary	By Promotion from Class-IV employees of O/o OSLSA/ Deputation of such staff from O/o DLSA/TLSC/PLA only in case of non-availability of eligible Class-IV employee of the O/o OSLSA	----	Promotion from among the Class-IV employees in order of Seniority and suitability	Two Years	Member-Secretary, Deputy Secretary and another officer to be nominated by the Member-Secretary.	To maintained diary and Other relevant to the correspondences, received.	----



1	2	3	4	5	6	7	8	9	10	11	12	13
15	<b>Driver (Heavy Vehicle)</b>	Group - 'C'	Rs. 5,200-20,200 Plus G.P.Rs.2000	1 <b>(One)</b>	Member Secretary	By direct Recruitment	The Candidate must not be less than 18 years and not more than 32 years of age. The Member- Secretary may relax the upper age limit up to 45 years taking into considerati on the experience and the quality of driving possessed by the candidate	The candidate must have passed HSC or equivalent examination with at least two years experience in driving heavy vehicle and having a licence for driving transport vehicles with P.S.V. The Member- Secretary may exempt a person from appearing the selection test who has once qualified in a Regular Selection Test for any temporary appointment conducted by the OSLSA	Two Years	----	To drive legal Service Van to all the district for conducting Lok Adalats and legal awareness camps in remote areas	Recruitment shall be made by the Member Secretary of OSLSA in consultation with MVI, Cuttack.
16	<b>Driver</b>	Group- 'C'	Rs. 5,200-20,200 Plus G.P.Rs.1900	3 <b>(Three)</b>	Member Secretary	By direct Recruitment	The Candidate must not be less than 18 years and not more than 32 years of age	The candidate must have passed 9th class and must have a valid license to drive Light Motor Vehicle and must have five years experience in driving Light Motor Vehicle	Two Years	----	The Duty provided for equal post in the State Government Office.	Recruitment shall be made by the Member Secretary of OSLSA in consultation with MVI, Cuttack.

1	2	3	4	5	6	7	8	9	10	11	12	13
17	<b>Projector Operator</b>	Group - 'C'	Rs. 5,200-20,200 Plus G.P.Rs.2000	1 <b>(One)</b>	Member Secretary	By direct Recruitment	The Candidate must not be less than 18 years and not more than 32 years of age.	The candidate must have passed +2 Exam and I.T.I. in T.V. and Radio / Diploma in Sound and T.V./Diploma in Audio Visual Technique	Two Years	----	To operate the projectors, LED, and sound systems fitted in Mobile Legal Services Van and display the telefilms/ documentaries and slides based on different legal services activities.	The Recruitment shall be made by the Member Secretary of OSLSA in consultation with an expert on the subject
18	<b>Peon</b>	Group- 'D'	Rs.4,750-14,680 Plus G.P.Rs.1700	5 <b>(Five)</b>	Member Secretary	By direct Recruitment	The Candidate must not be less than 18 years and not more than 32 years of age	The candidate must not be below of M.E. standard and must know cycling	Two Years	----	To assist and the files, registers and papers from one place to another in the office. To carry and distribute local daks and help the Accountant in respect of Bank and treasury transaction. To serve notice and process and the work assigned by the Member Secretary.	Recruitment shall be made by the Member Secretary of OSLSA
19	<b>Sweeper-cum-Watchman</b>	Group- 'D'	Rs.4,750-14,680 Plus G.P.Rs.1700	1 <b>(One)</b>	Member Secretary	By direct Recruitment	The Candidate must not be less than 18 years and not more than 32 years of age	The candidate must not be of below M.E. standard.	Two Years	----	He is to watch the office building and sweep the rooms of the office.	Recruitment shall be made by the Member Secretary of OSLSA

1	2	3	4	5	6	7	8	9	10	11	12	13
20	<b>Helper</b>	Group - 'D'	Rs.4,750-14,680 Plus G.P.Rs.1700	1 <i>(One)</i>	Member Secretary	By direct Recruitment	The Candidate must not be less than 18 years and not more than 32 years of age	The candidate must not be of below M.E. standard.	Two Years	----	He shall sweep the Mobile Legal Services Vehicle and assist the Driver on journey to different parts of the State.	Recruitment shall be made by the Member Secretary of OSLSA

### ORDER

In exercise of the power conferred by the Note appended to Schedule-A of the Odisha State Legal Services Authority Rules, 1996, the State Authority do hereby rescind the orders No.225, dated 3rd February, 1997 relating to the manner of recruitment and appointment of officers and employees of the State Legal Services Authority.

[ No. 4827–LSA-18/2017/L.]

By Order of the Governor

B.P. ROUTRAY

Principal Secretary to Government