



सत्यमेव जयते

ಜಿಲ್ಲಾ ಕಾನೂನು ಸೇವೆಗಳ ಪ್ರಾಧಿಕಾರ

ನ್ಯಾಯಾಲಯಗಳ ಆವರಣ, ಬಾಗಲಕೋಟೆ ರಸ್ತೆ, ವಿಜಯಪುರ-586109

**DISTRICT LEGAL SERVICES AUTHORITY**

Court Complex, Bagalkot Road, VIJAYAPURA - 586109.



Ph No. 08352-276150,

DLSA/VJP/ 931 /2024

Email:dlsavjp@gmail.com

Dated: 25.09.2024

## **NOTIFICATION**

<b>Sub:</b>	Selection of Office Assistants/Clerks & Office Peon <b>on temporary basis</b> for the office of (Legal Aid Defense Counsel) LADC.
<b>Ref:</b>	1) NALSA-Legal Aid Defense Counsel Modified Scheme-2022. 2) KSLSA Letter No.31/LADCS-Human Resources/2024-1384/24, Dated:20.09.2024

\* \* \*

Off-line applications in the prescribed proforma (enclosed) are invited by the District Legal Services Authority, Vijayapura from the eligible candidates for selection of Office Assistants/Clerks & Office Peon to the office of Legal Aid Defense Counsel (LADC) **purely on temporary basis for a period of 06 (Six) months** with a stipulation of extension subject to satisfactory performance.

Sl.No.	Name of the Post/s	No. of Post	Minimum Qualification
1	Office Assistants/Clerks	02	<ul style="list-style-type: none"><li>➤ Graduation from any recognized University under UGC.</li><li>➤ Basic word processing skills and ability to operate computer and skills to feed data</li><li>➤ Good typing speed with proper page settings.</li><li>➤ Ability to take dictation and prepare files for presentation in the Courts</li><li>➤ File maintenance and processing knowledge</li></ul>
3	Office Peon	02	<ul style="list-style-type: none"><li>➤ SSLC Passed from recognized Institution.</li></ul>

Contd..2

*(Handwritten signature)*

**1. Work profiles:**

**i) Office Assistants / Clerks:**

- Keeping updated record of legal aided cases.
- Uploading the updated record/progress of the legal aided cases on NALSA portal and digital platforms as per directions.
- Maintaining complete files of legal aided cases and keeping files with proper index in a systematic manner.
- Typing applications, petitions, appeals etc.
- Doing ministerial work related to cases such as filing applications for copies of orders, judgment etc.
- Any other task assigned by the Chief Legal aid Defense Counsel.
- Any work/duty assigned by Legal Services Authority.
- All duties assigned to Receptionist cum Data Entry Operator.

**iii) Office Peon (Munshi/Attendant):**

- General work of peon.
- Cleaning the office before the commencement of office hours.
- Ensuring that all places in the office are kept clean.
- Bringing and serving water, beverages to the visitors in the office.
- Carrying dak, miscellaneous work etc.
- Any other work assigned by Legal Services Authority.

**2. Salary/Pay:**

Office Assistant/Clerk	₹19,695/- per month
Office Peon (Munshi/Attendant)	₹15,884/- per month

**3. Term: The selection is purely on temporary basis for a period of 06 (Six) months** with a stipulation of extension subject to satisfactory performance.

**4. Termination from service:**

The services of human resources can be terminated at any time without prior notice in the following cases by the Chairman, DLSA on the recommendation of the Secretary DLSA or on the directions by Karnataka State Legal Services

Authority, Bengaluru in writing:

- i) He/she substantially breaches any duty or service required in the office, or
- ii) Seeks or accepts any pecuniary gains or gratification in cash or kind from the legal aid seekers or beneficiary or his/her friend or relative, or
- iii) Charged or convicted for any offence by any Court of law, or
- iv) Indulges in any type of political activities, or
- v) Remains absent without leave for more than three days.
- vi) For any other reason which disqualifies a person from holding the post.

Last date for submission of the applications:	<b>03-10-2024 (before 5.30 p.m.)</b>
Application to be submitted to:	<b>Member Secretary, District Legal Services Authority, ADR Building, District Court Premises, Vijayapura.</b>

**By the order of  
Hon'ble Prl. District & Sessions Judge & Chairman,  
District Legal Services Authority, Vijayapura &  
Chairman, Selection Committee.**

  
(Aravind S. Hagaragi)

**Senior Civil Judge & Member Secretary,  
District Legal Services Authority, Vijayapura**

**Copy to:**

- 1) All the Courts of Vijayapura District with a request to publish on the Notice Board of the respective Courts.
- 2) The Advocates' Bar Associations of Vijayapura, Indi, Sindagi, B.Bagewadi & Muddebihal.
- 3) Notice Board of DLSA Office/LADC's office Vijayapura.
- 4) Office of the TLSC's of Indi, Sindagi, B.Bagewadi & Muddebihal.
- 5) Software Technician, District Court, Vijayapura with a request to web host in the District Court's website.
- 6) District Information Officer, Vijayapura with a request to publish the Notification in all the leading daily newspapers.
- 7) Office Copy.

**APPLICATION FOR THE POST OF OFFICE ASSISTANT/CLERK,  
OFFICE PEON IN LEGAL AID DEFENSE COUNSEL OFFICE.**

Name of the District:

Post applied :

**PHOTO WITH  
SIGNATURE**

1	Applicant's Name	:	
2	Father/Husband's Name	:	
3	Date of Birth	:	
4	Age (as on 01.09.2024)	:	
5	Gender Male/Female/Transgender	:	
6	Nationality	:	
7	Caste /Category/Community (Attach documents)	:	
8	Religion	:	
9	Mother Tongue	:	
10	Languages Known	:	
1	Residential Address	:	
12	Contact Details :	:	
	a. Mobile No.	:	
	b. Telephone No.	:	
	c. E-mail ID	:	
13	PAN No.	:	
14	AADHAR No.	:	
15	Marital Status	:	Married <input type="checkbox"/> Unmarried <input type="checkbox"/>
16	Other Work Experience if any	:	

17	Educational Qualification (Please enclose self-attested copies of documents):	:	
	Educational Qualification	Name of Board/ University	Year of Passing  Obtained Percentage (aggregate)
	SSLC		
	PUC		
	Degree		
	Any other Extra qualifications/activities (if any)		
	Typing Education		
	Computer Education		
18	Whether the applicant ever debarred/disqualified or found ineligible for candidature in any examination process of any public services conducted by any Public Authority? If so, furnish details.	:	
19	Whether he/she is compulsorily retired, removed or dismissed from any services in Government/Statuary Body/Local Authority? If so, furnish details.	:	
20	Whether the applicant is ever prosecuted or convicted and sentenced in any criminal cases or whether appearing before any criminal court in respect of any criminal cases/FIR pending against? If so, furnish particulars regarding the same.	:	
21	Whether the candidate is employed with State/Central/Public Sector/Private Sector or any other Job or assignment etc., if ever employed as such, to furnish particulars as to whether his/her services is terminated while in service. If yes, furnish the details	:	

**DECLARATION**

I hereby declare that all the statements made in this application are true, complete and correct to the best of my knowledge and belief. In the event of any information being found false/incorrect at any stage, my candidature is liable to be cancelled. I have read and understood the instructions and terms of the engagement and agree to abide by those. I declare that I fulfill the eligibility conditions for the category to which I am seeking engagement. I declare that I have never been penalized by any Court/Authority in any case/disciplinary proceedings. I also undertake to maintain absolute integrity and discipline as required thereunder. I agree with the remuneration structure and all the terms and conditions notified by KSLSA/DLSA concerned.

Place: \_\_\_\_\_

Date: \_\_\_\_\_

Signature of the applicant