ಜಿಲ್ಲಾ ಕಾನೂನು ಸೇವೆಗಳ ಪ್ರಾಧಿಕಾರ

ಜಿಲ್ಲಾ ನ್ಯಾಯಾಲಯಗಳ ಸಂಕೀರ್ಣ, ಎ.ಡಿ.ಆರ್. ಕಟ್ಟಡ, ಹುಬ್ಬಳ್ಳಿ ರೋಡ, ಗದಗ – 582103

DISTRICT LEGAL SERVICES AUTHORITY

District Court Campus, ADR Building, Hubballi Road, Gadag-582103

Tel. No.08372-232534 Email-dlsa.gadag1@gmail.com

ಸಂಖ್ಯೆ: ಜಿಕಾಸೇಪ್ರಾ: 539 /2025 Dtd:14-10-2025

Notification

Sub: Selection of Human Resources for the Office of LADC

Ref : The KSLSA, Bengalore Ltr No.831/**LADCS-Human Resources**-2024 Dtd:**08-10-2025 and** NALSA-Legal Aid Defense Counsel Modified Scheme-2022.

***

It is hereby notified that under the provisions of NALSA- Legal Aid Defense Counsel Modified Scheme-2022 read to above under reference, the District Legal Services Authority, Gadag invites applications in the prescribed proforma (enclosed thereof) from eligible candidates for selection of Office Assistants/Clerks, & Office Peon to the "Legal Aid Defense Counsel System". **The selection is purely on temporary basis initially for a period of 06 months on purely temporary basis on monthly salary with a stipulation of extension subject to satisfactory performance.**

The qualifications for the aforesaid Human Resources as per the Legal Aid Defense Counsel Modified Scheme-2022 are as under

Sl.No	Name of the Posts	No. of Posts	Minimum Qualification	Salary
1.	Office Assistant/ Clerk	01	• Graduation from any recognized University under UGC. • Basic word processing skills and the ability to operate computer and skills to feed data. • Good typing skill with proper page settings. • Ability to take dictation and prepare files for presentation in the Courts • File Maintenance and processing knowledge.	As per Legal Aid Defense Counsel Modified Scheme-2022
2.	Office Peon	01	SSLC passed from recognized Institution	As per Legal Aid Defense Counsel Modified Scheme-2022

1. **Work profiles of the aforesaid Human Resources are as under:**

a) Office Assistant:

- 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.

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- 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.

b) Office Peon:

- 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.

The applications completed in all respects accompanied by self attested copies of relevant academic records, testimonials etc. shall reach the **Member Secretary, District Legal Services Authority, ADR Building, District Court Premises, Gadag,** on or before **25.10.2025 at 05-30 pm.**

2. Selection Process:

The Selection Committee has to conduct typing test of Kannada and English language with computer basic knowledge test for the candidates applied for the Post of Office Assistant/Clerk. The Selection Committee has to conduct writing test for the candidates applied for the post of peon followed by interview.

Applications sent through post shall be superscribed as **"APPLICATION FOR THE POST OF OFFICE ASSISTANT / / OFFICE PEON".**

Applications received beyond the date so fixed will be rejected.

Authority reserves its right to reject incomplete applications or applications for want of furnishing full information as per the notification or if it is found that the information furnished are false.

14/10/2025

Prl. District & Sessions Judge & Chairman,
District Legal Services Authority, Gadag

Copy Submitted to :

1) Prl. District and Sessions Court, Gadag.
2) The President, District Bar Association, Gadag.
3) Notice Board of DLSA Office.
4) Office of the TLSC's Ron, Laxmeshwar, Mundaragi, Nargund.
5) Office Copy.

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APPLICATION FOR THE POST OF **OFFICE ASSISTANT/CLERK, DATA ENTRY OPERATOR AND 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 01.10.2025)	:	
5	Gender Male/Female/Transgender	:	
6	Nationality	:	
7	Caste /Category/Community	:	
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.	:	

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15	Marital Status	:	**Married ☐ Unmarried ☐**
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	:	

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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

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