



**OFFICE OF DISTRICT LEGAL SERVICES AUTHORITY,
BENGALURU URBAN**

NOTIFICATION

DLSA No. 02/ 2024

**CALLING FOR APPLICATION FOR THE POSTS OF OFFICE ASSISTANTS/CLERKS
AND OFFICE PEON FOR SETTING UP
“LEGAL AID DEFENSE COUNSEL SYSTEM”**

LAST DATE FOR RECEIPT OF APPLICATIONS: 03.10.2024

As per the direction of National Legal Services Authority, Legal Aid Defense Counsel (LADCs) offices have been established in Bengaluru Urban districts and also human resources provided for assistance of LADCs.

In view of the direction by NALSA, the further human resources i.e., Office Assistant and Office Peon are to be selected for assistance in the office of LADCs, Bengaluru Urban.

1. THE SCOPE OF WORK :

The Human Resources have to discharge their work as per the guidelines issued by the Karnataka State Legal Services Authority.

**2. THE QUALIFICATIONS FOR THE AFORESAID HUMAN RESOURCES AS PER
-THE LEGAL AID DEFENSE COUNSEL MODIFIED SCHEME - 2022 ARE AS
UNDER:**

Sl. No.	Name of Post	Minimum Qualification	Salary
01	Office Assistants/ Clerks	<ul style="list-style-type: none">• 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

02	Office Peon	<ul style="list-style-type: none"> • SSLC passed from recognized Institution 	As per Legal Aid Defense Counsel Modified Scheme-2022
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Note.-

Provisions of the Minimum Wages Act and orders issued therein by the State Government shall be complied and monthly salary of office assistant and office peon shall not be less than minimum wages payable to such category at the places of LADCs.

3. WORK PROFILES OF THE AFORESAID HUMAN RESOURCES ARE AS UNDER:

01	Office Assistant/ Clerks	<ul style="list-style-type: none"> • 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.
02	Office Peon	<ul style="list-style-type: none"> • 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.

4. TERMINATION OF SERVICE:

Services of any Human Resources engaged in the office of Legal Aid Defense Counsel can be terminated at any time without any prior notice in the cases as mentioned in the guidelines, by the Chairman, DLSA on recommendation of the Secretary, DLSA or on directions by SLSA in writing.

5. VACANCY OF POSTS :

As per the directions of Hon'ble Executive Chairman, KSLSA, on the basis of pendency of criminal cases and legal aid cases, the following posts in the Bengaluru Urban DLSA needs to be filled up **purely on temporary basis initially for a period of 06 months** with a stipulation of extension subject to satisfactory performance.

Sl. No.	Posts called for	No. of Vacancy
1.	Office Assistant/ Clerk	02
2.	Office Peon	04

6. SELECTION PROCEDURE :

After receipt of applications for the post of a fair, transparent and competitive selection process will be adopted under guidance of KSLSA. The Selection Committee has to conduct typing test for the candidates applied for the post of Office Assistant/ Clerk followed by interview. The Selection Committee will to conduct writing test for the candidates applied for the post of peon followed by interview.

7. The eligible candidates can fill the application for both the posts separately.

NOTE: The Person appointed as a Office Assistant/ Clerks and Office Peon shall perform their duties with utmost good faith and subject to monitoring by the District Legal Services Authority and Karnataka State Legal Services Authority.

The applications complete in all respects accompanied by self attested copies of relevant academic records, testimonials etc., shall reach the **Member Secretary, District Legal Services Authority, City Civil Court Complex, Ground Floor, Bengaluru** on or before **03.10.2024 at 5.30 pm.,**

Applications sent through post or by hand shall be superscribed as **"APPLICATION FOR APPOINTMENT AS OFFICE ASSISTANT/CLERKS/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.

BY ORDER OF THE SELECTION COMMITTEE

Member Secretary
DLSA, Bengaluru Urban.

Copy with request to display in the notice board to:

1	The Principal City Civil and Sessions Judge, City Civil Court, Bengaluru.
2	The Principal City Civil and Sessions Judge, City Civil Court, Bengaluru.
3	The Member Secretary, Karnataka State Legal Services Authority, H.Siddaiah Road, Shanthinagara, Bengaluru.
4	Principal District and Sessions Judge, Family Court, Bengaluru.
5	Presiding Officer, Labour Court, Bengaluru.
6	Presiding Officer, Industrial Tribunal, Bengaluru.
7	Chief Judge, Small Causes Court, Bengaluru.
8	Chief Metropolitan Magistrate, CMM Court Complex, Bengaluru.
9	Deputy Registrar, Mayohall Unit, Bengaluru.
10	Deputy Commissioner, Bengaluru City, Bengaluru.
11	President/Secretary/ Treasurer/ office bearers of Advocates Association, Bengaluru City of City Civil Court Unit, Mayohall Unit, CMM Court Unit.
12	Registrar, Consumer Forum, Bengaluru
13	Registrar, Real Estate Regulatory Authority, Bengaluru
14	Registrar, Debt Recovery Tribunal, Bengaluru
15	Computer Section to display on the website

Member Secretary,
DLSA, Bengaluru Urban

**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
	SSLC		Obtained Percentage (aggregate)
	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

