



**DISTRICT LEGAL SERVICES AUTHORITY,
DAKSHIN DINAJPUR AT BALURGHAT**

NOTIFICATION

Applications are invited from the qualified Candidates to work as Office Assistants/Clerks-cum-Receptionist-cum-Data Entry Operator (Typist) and Office Peon (Munshi/Attendant) on Contract basis for the period of one (01) year in the “**OFFICE OF THE LEGAL AID DEFENSE COUNSEL SYSTEM, DAKSHIN DINAJPUR**” under **DLSA, Dakshin Dinajpur at Balurghat** as per the direction of the West Bengal State Legal Services Authority vide Letter No. 1981(10) SLSA-21/2022 Dated 13.08.2024.

NAME OF THE POST AND NUMBER OF POST:

S.No	NAME OF THE POST	No. of Post
1.	Office Assistants / Clerks-cum-Receptionist-cum-Data Entry Operator (Typist)	01
2.	Office Peon (Munshi/Attendant)	01

IMPORTANT DATES:

Date of Notification	22-08-2024
Last date for submission of Application	13-09-2024
Tentative Date of Written Examination	29-09-2024
Tentative Date of Interview/skill test/proficiency test of scrutinized candidate.	Notified later.

SELECTION PROCEDURE:

1. The said Human Resources for Legal Aid Defense Counsel System under the DLSA, Dakshin Dinajpur at Balurghat, shall be engaged purely on contractual and monthly honorarium basis initially for a period of one (01) year and further extension for one (01) year after satisfactory performance, under the supervision of SLSA, W.B.. Selection of Human Resources for Legal Aid Defense Counsel System under the DLSA, Dakshin Dinajpur at Balurghat, will be purely based on merit, taking into account the knowledge, skills, practice and experience of candidates. The selection shall be carried out by selection committee under the Chairmanship of the Ld. District & Sessions Judge (Chairman, DLSA)

and the Selection Committee, subject to final approval by the Executive Chairman, SLISA, W.B..

- Terms of contract entered into under LADCS with the Office Assistant/Clerks-cum-Receptionist-cum-Data Entry Operator (Typist) and Office Peon must be so designated as to prevent any claim of the contractual persons to regular Government positions or to Govt. pay, allowances or perquisites. The contract should clearly stipulate that the payments are as honorarium and not salaried.
- The Selection procedure shall be made in the line of the Guideline of NALSA bearing Letter F. No. L/27/2022/NALSA/588/J dated 29.07.2024 and Letters F. No. L/27/2022-NALSA (Part File)/4678-4714 dated 27.03.2024 of the Accounts Officer, NALSA as well as final Expenditure Finance Committee (EFC) Memorandum Dated 05.03.2024 of the Govt. of India, Department of Justice, Ministry of Law & Justice and Letter No. A-60011/22/2023-LAP(JUS) (E-8407) dated 15.03.2024.
- All expenditure for the Selection Procedure for engagement of said human resource of LADCS is to be carried out by utilizing the NALSA Fund.
- All the admit cards will issue in favor of the applied candidate, through the Dakshin Dinajpur official Website and Dakshin Dinajpur District Court Official Website.
- If there is any dispute or any mistake found in the Admit Card of the candidate, he/she will be physically appear before the office of the DLISA, Dakshin Dinajpur at Balurghat, with the dispute Admit Cards along with all supporting documents within 27.09.2024.
- Mobile phones, smart watch or any kind of electronic gadgets strictly prohibited in examination hall. If any candidate is found in the examination centre with the above mentioned prescribed electronic gadgets, his/her candidate is rejected immediately and necessary legal action will be taken against him/her.

ELIGIBILITY & QUALIFICATION:

The persons applying for the posts in Legal Aid Defense Counsel System (LADCS), must be a citizen of India and necessary educational qualifications are as given below;

AGE : As on 01.01.2024, 18 to 40 Years (Age Relaxation as per rules of the Government of West Bengal)

1. Office Assistants / Clerks-cum-Receptionist-cum-Data Entry Operator (Typist):

He / She must have;

- Educational Qualification : Graduation,
- Basic word processing skills and the ability to operate computer and skills to feed data,

- Typing speed 40 WPM with proper setting of petition,
- Ability to take dictation and enter data,
- File maintenance and processing knowledge,
- Excellent verbal and written communication skills,
- Word and data processing abilities,
- The ability to work on telecommunication system (Telephones, Xerox Machines, Fax Machines, Switchboards etc.).

2. Office Peon (Munchi / Attendant)

He /She must have

- Matriculation on equivalent
- Ability to do work in Office

WORK PROFILES:

a) Office Assistants/Clerks-cum-Receptionist-cum-Data Entry Operator (Typist):

1. Keeping updated record of legal aided cases,
2. Uploading the updated record/progress of the legal aid cases on NALSA portal and digital platforms as per directions,
3. Maintaining complete files of legal aided cases and keeping files with proper index in a systematic manner,
4. Typing applications, petitions, appeals etc.,
5. Doing ministerial work related to cases such as filling applications for copies of orders, judgement etc.,
6. Any other task assigned by the Chief Legal Aid Defence Counsel,
7. Any work/duty assigned by Legal Services Authority,
8. Greeting clients and visitors and answering visitor inquiries,
9. Answering and routing incoming calls on a multi-line telephone system,
10. Scheduling and routing legal aid seekers,
11. Maintaining the waiting area, lobby or other office areas,
12. Scanning, Photocopying, faxing,
13. Collecting and routing mail and hand-delivered packages,
14. Answering face-to-face enquiries and providing information when required,
15. Uploading, at the initial point, Legal aided cases on NALSA portal and other platforms updating the information from time to time,
16. Any work/duty assigned by Legal Services Authority.

b) Office Peon (Munshi/Attendant)

1. General work of MTS, Munshi or Peon,
2. Cleaning the office before the commencement of office hours,
3. Ensuring that all places in the office are kept clean,
4. Brining and serving water, beverages to the visitors in the Office,
5. Carrying dak, Misc. work etc.,
6. Any other work assigned by Legal Services Authority.

TERMINATION OF SERVICES

Services of any human resource engaged in the office of Legal Aid Defence Counsel can be terminated at any time, without any prior notice in the following cases by the Chairman, DLSA, DD on recommendation of the Secretary, DLSA, DD, or on the directions by WBSLSA in writing:

1. He/She substantially breaches any duty or service required in the office, or
2. Seeks or accepts any pecuniary gains or gratification in cash or kind from legal aid seekers or beneficiary or his friend or relative, or
3. Charged or Convicted for any offence by any court of law, or
4. Indulges in any type of political activities, or
5. Found incapable of rendering professional services of the required standards, or
6. Failure to attend training programmes without any sufficient cause, or
7. Indulges in activities prejudicial to the working of legal aid defence counsel office, or
8. Uses his/her position in legal aid defence counsel office to secure unwarranted privileges or advantages for him/herself or others, or
9. Acts in breach of code of ethics, or
10. Remains absent without leave for more than two weeks, or
11. If services are found unsatisfactory during the six-monthly performance review by the SLSA or DLSA.

CODE OF ETHICS:

Personnel engaged in the office of Legal Aid Defense Counsel shall observe the following code of ethics:

- No personnel shall act in any matter in which he/she has a direct or indirect personal or financial interest.
- No personnel shall willfully disclose or use, whether or not for the purpose of pecuniary gain, any information that he/she obtained, received or acquired during

the fulfillment of his/her official duties and which is not available to members of the general public.

- No personnel within the office of Legal Aid Defense Counsel shall make use of his/her office or employment for the purpose of promoting or advertising any outside activity.
- No personnel within the office of Legal Aid Defense Counsel shall engage in any outside activity or act as an independent practitioner.
- No personnel within the office of Legal Aid Defense Counsel shall solicit, agree to accept or accept, whether directly or indirectly, any gift, favour, service or other thing of value under circumstances from which it might be reasonably inferred that such gift, service, or other thing of value was given or offered for the purpose of influencing him/her in, or rewarding him/her for, the discharge of his/her official duties.
- Every Personnel of the office of Legal Aid Defense Counsel shall strive to preserve the public's confidence in the office's fair and impartial execution of its duties and responsibilities.

HONORARIUM DETAILS:

1.	Monthly Honorarium of Office Assistants / Clerks-cum-Receptionist-cum-Data Entry Operator (Typist)	Rs.18,000/-
2.	Monthly Honorarium of Office peon (Munshi/Attendant)	Rs.13,750/-

HOW TO APPLY:

The standard form of application annexed with this notification shall be used for applying the above said post. Self attested education qualification certificates, experience certificate and two recently taken passport size color photos must be annexed with the application.

SUBMISSION OF APPLICATION:

The duly filled in application in the prescribed format along with self-attested copy of certificates and all other supportive documents should be submitted either through post or in person on or before **13.09.2024, 5.00 p.m.** to the following address:

**Office of the District Legal Services Authority,
ADR Centre, District Court Complex,
Dakshin Dinajpur at Balurghat-733101**

Incomplete application will be rejected without assigning any reasons. No application will be entertained after the last date fixed.

SYLLABUS OF WRITTEN EXAMINATION :

S.No	NAME OF THE POST	Syllabus
1.	Office Assistants / Clerks-cum-Receptionist-cum-Data Entry Operator (Typist)	English and Bengali up to HS level, Mathematics up to Matric level, reasoning, GK, Indian Constitution, Indian History, Basic knowledge on current affairs and Computer.
2.	Office Peon (Munshi/Attendant)	English and Bengali up to Matric level, Mathematics up to Matric level, reasoning, GK, Indian Constitution, Indian History, Basic knowledge on current affairs.

QUESTION PATTERN:

Question pattern will be short and descriptive type.

Date : 22.08.2024
Place: BALURGHAT

Sd/-
Chairman,
Selection Committee,
District Legal Services Authority,
Dakshin Dinajpur at Balurghat.

GENERAL INSTRUCTIONS FOR WRITTEN EXAMINATION

1. Only scrutinized candidate will be called for written examination and admit card will issue through the mentioned website.
2. The actual date and time of written examination will be intimated through the admit card in Dakshin Dinajpur District official website and Dakshin Dinajpur District Court official website.
3. Mobile phones, smart watch or any kind of electronic gadgets strictly prohibited in examination hall. If any candidate is found in the examination centre with the above mentioned prescribed electronic gadgets, his/her candidate is rejected immediately and necessary legal action will be taken against him/her.
4. Candidates should appear for written examination before one hour of the time of examination with one original photo ID proof, downloaded admit card from the website, pen and water bottle.
5. Candidate should use blue or black ball pen only.
6. No candidate will be allowed to enter the examination center after ten (10) minutes from the commencement of the examination and will be treated as absent. No candidate will be permitted to leave the exam hall until the expiry of full allotted time.
7. The decision of the selection committee shall be considered final and the selection committee can take all kinds of decisions immediately on any special need.
8. Any disturbance in the examination center will not be tolerated and necessary legal action will be taken immediately against him or them.
9. The selection committee will not be liable for any kind of bags, electronic gadgets or any valuable items of the candidate.
10. The candidate must bring his admission letter/Admit Card to the examination hall failing which he will not be allowed to sit in the examination.
11. The candidate is required to paste a passport size latest attested photograph in the space provided on the Admit Card. No candidate will be allowed to appear in the examination without Admit Card and latest passport size attested photograph duly affixed on it.
12. Re-checking/ re-evaluation, for the written exam/ Screening Tests will not be allowed in any case.
13. During the examination, the candidate must sit in the seat allotted to him.

GENERAL INSTRUCTIONS

1. Every candidate has to **fill up the given application form along with the admit card** and apply. Those who do not have the filled admit card along with the application form will be treated as cancel.
2. The places of the admit card which are kept for the office use, are asked to be kept blank.
3. Only short listed candidates will be called for interview after scrutinizing the applications.
4. The actual date and time of interview will be intimated in Dakshin Dinajpur District official website and Dakshin Dinajpur District Court official website.
5. Candidates should appear for the interview with their original certificates.
6. Candidates should attend the interview at their own expenses.
7. The posts are purely contract basis and the duration is only for 1 year which may be extended based on the performance with periodical breaks as per the guideline of NALSA Legal Aid Defense Counsel System. The selected candidates cannot claim for permanency of the job.
8. The selection criteria will be as per the guidelines of NALSA Legal Aid Defense Counsel System.
9. The applicant will be responsible for the authenticity of information and other documents by submitted her/him.
10. If ineligibility is found at any stage before or after the preliminary and main examination or if the conditions prescribed in the Rules & instructions given in the Advt. notice for the examination are not complied with or any additional information / documents called for at any stage are not furnished within the time specified therein, he will not be allowed to take the examination(s) / viva - voce test.

DISTRICT LEGAL SERVICES AUTHORITY, DAKSHIN
DINAJPUR AT BALURGHAT

APPLICATION FOR THE POST OF
OFFICE ASSISTANTS/CLERKS-CUM-RECEPTIONIST-CUM-DATA
ENTRY OPERATOR (TYPIST)

AND

OFFICE PEON (MUNSHI/ATTENDANT)
IN LEGAL AID DEFENSE COUNSEL SYSTEM

NAME OF THE POST APPLIED FOR:

1	Name of the applicant (in English) as per the certificate. (In Capital Letters)								Affix Self Attested Passport Size Photo of the Applicant	
2	Postal Address for Communication									
	Name of the Father/Husband									
3	Gender	MALE/		FEMALE/			TRANSGENDER			
4	Date of Birth	D	D	M	M	Y	Y	Y	Y	Age(as on 01.01.2024)
	Marital Status									
6	Religion									
7	Nationality									
8	Community	GEN		OBC			SC		ST	
9	Physically challenged	YES/NO.If yes, state the nature.								
10	Permanent Address									
11	Contact Number									
12	E-mail address (valid &functional)									
13	Aadhaar Number									

14	Typing (if any)							
15	Computer Knowledge (if any)							
16	Educational Qualifications(Please list in chronological order)							
	Name of Examination	Year of Passing	Board/ University	Total Marks	Marks Obtained	Percentage / Grade		
17	Additional Information if any;							
	i							
	ii							
	iii							
18	Experience(starting from the latest work experience)							
	Sl. No	Name of the Organization	Designation	Period		Nature of Work	Experience	
				From	To		Years	Months
					Total			

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 canceled. I have read and understood the instructions and terms of the engagement and agrees to abide by those. I declare that I fulfill the eligibility conditions for the category to which I am seeking engagement. 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 DLSA concerned.

Signature of the Applicant

Place:

Date :

Admit Card

(Office use only)

Roll No.:

Venue:

Date and time of Examination:

Filled up by the candidate (IN CAPITAL LETTER)

Post Applied for:

Name of the Candidate:

Father's/Husband's Name:

Date of Birth:

Address:

Gender:

Paste
recent
Passport
size color
photo

Full Signature of the Candidate

Chairman
Selection Committee
DLSA, Dakshin Dinajpur at Balurghat