



**KARNATAKA STATE LEGAL SERVICES AUTHORITY
BENGALURU**

**DETAILED INSTRUCTIONS FOR SELECTION OF HUMAN
RESOURCES FOR THE OFFICE OF LEGAL AID DEFENSE
COUNSEL (LADC)**

As per the direction of National Legal Services Authority, Legal Aid Defense Counsel (LADCs) offices have been established in all 30 districts in a phase wise manner 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 all the 30 LADCs in the State.

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 the 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. 	As per Legal Aid Defense Counsel Modified Scheme-2022

		<ul style="list-style-type: none"> • Good typing skill with proper page settings. • Ability to take dictation and prepare files for presentation in the Courts. • File maintenance and processing knowledge. 	
02	Office Peon	SSLC passed from recognized Institution	As per Legal Aid Defense Counsel Modified Scheme-2022

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 place of LADCs.

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

01	Office Assistant	<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 SERVICES :

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 respective DLSAs 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.

Vacancy Position :

Sl. No.	District	Office Assistant/Clerk	Office peon
1	Bengaluru Urban	2	2
2	Bengaluru Rural	2	2
3	Bagalkote	2	2
4	Ballari	2	2
5	Belagavi	2	2
6	Bidar	2	2
7	Chamarajnagar	2	2
8	Chikkaballapur	2	2
9	Chikkamagaluru	2	2
10	Chitradurga	2	2
11	Dakshina Kannada- Managaluru	2	2

12	Davangere	2	2
13	Dharwad	2	2
14	Gadag	2	2
15	Hassan	2	2
16	Haveri	2	2
17	Kalaburagi	2	2
18	Kodagu-Madikeri	2	2
19	Kolar	2	2
20	Koppal	2	2
21	Mandya	2	2
22	Mysuru	2	2
23	Raichuru	2	2
24	Ramanagar	2	2
25	Shivamogga	2	2
26	Tumakuru	2	2
27	Udupi	2	2
28	Uttara Kannada-Karwar	2	2
29	Vijayapura	2	2
30	Yadgir	2	2
	Total	60	60

6. SELECTION PROCESS :

After due publicity including public notice, applications will be invited and a fair, transparent and competitive selection process shall be adopted by DLSA 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 has to conduct writing test for the candidates applied for the post of peon followed by interview.

As per the guidelines issued by NALSA, the selection procedure would involve formation of the Selection Committee under the Chairmanship of Prl. District and Sessions Judge (Chairman of DLSA) as envisaged in NALSA (Free and Competent Legal Services) Regulations 2010, subject to final approval by the Executive Chairman, SLSA. In the selection committee at least three senior most judicial officers posted at Head Quarters dealing mainly criminal cases, preferably sessions cases, will also be included. No person with conflict of interest shall be part of selection process. Hence, you are requested to **form a Selection Committee and submit the list to KSLSA** for obtaining approval of Hon'ble Executive Chairman, KSLSA on or before **24.09.2024**.

The steps involved/timeline in the selection process is as follows:-

Steps	Date
Publication of notification/inviting application	25.09.2024
Last date for receipt of applications	03.10.2024
Scrutiny of applications by Member Secretary, DLSA	on or before 05.10.2024
Submission of list of candidates before Chairperson of Selection Committee	07.10.2024
Interview of the candidates	On or before 19.10.2024
Submission of list of successful candidates in the order of merit along with the marks sheets and waiting list of two candidates to each post who are immediately next to the selected candidate/s in the order of merit to KSLSA.	24.10.2024

Note :

- a) The selection of candidates will be finalized by Hon'ble Executive Chairman, KSLSA. Hence only after obtaining approval of Hon'ble Executive Chairman, KSLSA necessary engagement contract will be executed between the Member Secretary, DLSA and the person so engaged.
- b) This detailed instructions is supplementary to the approved scheme of NALSA, detailed guidelines issued on 20.09.2024 and any further directions to be issued by NALSA/KSLSA.
- c) The minutes of the entire proceedings for selection of Deputy /Assistant Legal Aid Defence Counsels shall be maintained and submit to KSLSA.

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

