



ಜಲ್ಲಾ ಕಾನೂನು ಸೇವೆಗಳ ಪ್ರಾಧಿಕಾರ, ಕೊಡಗು ಜಿಲ್ಲೆ,  
ನ್ಯಾಯಾಲಯದ ಆವರಣ, ಮಡಿಕೇರಿ-571201.

**DISTRICT LEGAL SERVICES AUTHORITY, KODAGU.**  
**DISTRICT COURT COMPLEX, MADIKERI-571201**



**Email: [dlsamadikeri@gmail.com](mailto:dlsamadikeri@gmail.com)**

**Phone: 08272-222373**

**DLSA/MDK/ 982 / 2023**

**Date: 04.12.2023**

### **NOTIFICATION**

In terms of intimation of Hon'ble Karnataka State Legal Services Authority, Bengaluru, vide letter dated 17.11.2023 bearing No.KSLSA/31/LADCS-Human Resources/2023 the applications from the eligible candidates invited as human resources purely on temporary basis for LADCS office at District Legal Services Authority, Kodagu-Madikeri. The human resources, the name of the post, the number of post required, minimum qualification and salary are shown below. **The last date for receipt of application is 14.12.2023.**

- (1) Office Assistant/Clerk – 01
- (2) Receptionist cum Data Entry Operator (Typist) – 01
- (3) Office Peon (Munshi/Attendant) – 01

**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	No. of post required	Minimum qualification	Salary
01	Office Assistants/ Clerks	01	<ul style="list-style-type: none"><li>• Any Graduation</li><li>• Basic word processing skills and the ability to operate computer and skills to feed data.</li><li>• Good typing speed with proper setting of petition.</li><li>• Ability to take dictation and prepare files for presentation in the Courts.</li><li>• File maintenance and processing knowledge.</li></ul>	Rs.19,000/- (As per Legal Aid Defense Counsel Modified Scheme-2022)
02	Receptionist-cum-Data Entry Operator (Typist)	01	<ul style="list-style-type: none"><li>• Any Graduation.</li><li>• Excellent verbal and written communication skills.</li><li>• Word and data processing abilities.</li><li>• The ability to work tele communication systems (telephones, fax machine, switchboards etc)</li><li>• Proficiency with good typing speed.</li></ul>	Rs.17,271/- (as per Minimum Wages fixed by Labour Department, Government of Karnataka)

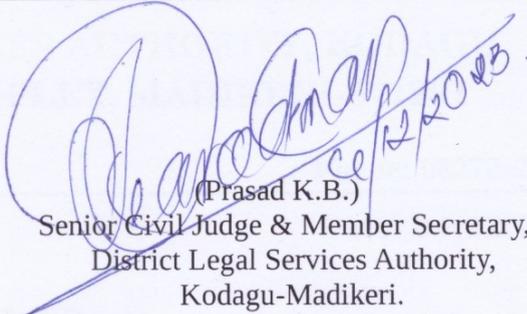
03	Office Peon	01	<ul style="list-style-type: none"> <li>• SSLC pass</li> </ul>	<p>Rs.15,202/-</p> <p>(as per Minimum Wages fixed by Labour Department, Government of Karnataka)</p>
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**Work profiles of the aforesaid Human Resources are as under:**

01	Office Assistant	<ul style="list-style-type: none"> <li>• Keeping updated record of legal aided cases.</li> <li>• Uploading the updated record/progress of the legal aid cases on NALSA portal and digital platforms as per directions.</li> <li>• Maintaining complete files of legal aided cases and keeping files with proper index in a systematic manner.</li> <li>• Typing applications, petitions, appeals etc.</li> <li>• Doing ministerial work related to cases such as filing applications for copies of orders, judgment etc.</li> <li>• Any other task assigned by the Chief Legal Aid Defense Counsel.</li> <li>• Any work/duty assigned by Legal Services Authority,</li> <li>• All duties assigned to Receptionist cum Data Entry Operator.</li> </ul>
02	Receptionist cum Data Entry Operator	<ul style="list-style-type: none"> <li>• Greeting clients and visitors and answering visitor inquiries.</li> <li>• Answering and routing incoming calls on a multi-line telephone system.</li> <li>• Scheduling and routing legal aid seekers.</li> <li>• Maintaining the waiting area, lobby or other office areas.</li> <li>• Scanning, photocopying, faxing.</li> <li>• Collecting and routing mail and hand-delivered packages.</li> <li>• Answering face-to-face enquiries and providing information when required.</li> <li>• Uploading, at the initial point, legal aided cases on NALSA portal and other platforms and updating the information from time to time.</li> <li>• Any work/duty assigned by Legal Services Authority.</li> </ul>
03	Office Peon	<ul style="list-style-type: none"> <li>• General work of peon.</li> <li>• Cleaning the office before the commencement of office hours.</li> <li>• Ensuring that all places in the office are kept clean.</li> <li>• Bringing and serving water, beverages to the visitors in the office.</li> <li>• Carrying dak, miscellaneous work etc.</li> <li>• Any other work assigned by Legal Services Authority.</li> </ul>

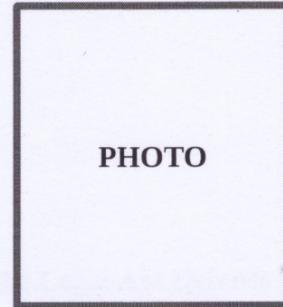
<b>TERM</b>	The selection is purely on temporary basis initially for a period of <b>06 months</b> with a stipulation of extension subject to satisfactory performance.
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By order,

  
 (Prasad K.B.)  
 Senior Civil Judge & Member Secretary,  
 District Legal Services Authority,  
 Kodagu-Madikeri.

**APPLICATION FOR THE POST OF OFFICE ASSISTANT/CLERK,  
 RECEPTIONIST-cum- DATA ENTRY OPERATOR, DALAYATH**  
 in Legal Aid Defense Counsel office.

Name of the District:



Name of the Applicant	
Name of the his/her Father/Husband	
Date of Birth and Age	
Gender	
Postal address	
Educational Qualifications	
Mobile No	
Email ID	

Place:

Date:

Signature