



**OFFICE OF DISTRICT LEGAL SERVICES AUTHORITY,  
BENGALURU RURAL DISTRICT, BENGALURU  
2ND FLOOR, CITY CIVIL COURT COMPLEX,  
BENGALURU.**

**NOTIFICATION**

**DLSA No. 01/2023**

**Dated:28-11-2023**

**CALLING FOR APPLICATION FOR THE POSTS OFFICE  
ASSISTANT / CLERK , RECEPTIONIST CUM DATA ENTRY  
OPERATOR ( TYPIST ) AND OFFICE PEON ( MUNSHI /  
ATTENDANT ) FOR  
“LEGAL AID DEFENSE COUNSEL OFFICE BENGALURU  
RURAL DISTRICT, BENGALURU”**

**LAST DATE FOR RECEIPT OF APPLICATIONS: 06.12.2023**

As per the Legal Aid Defense Counsel System – Modified Scheme 2022 formulated by National Legal Services Authority, for providing legal aid, assistance and representation in criminal matters in line with “Public Defender System”, the Karnataka State Legal Services Authority has set up “Legal Aid Defense Counsel Office in Bengaluru Rural District, Bengaluru”. For the smooth functioning of the LADC Office the following human resources are required.

**1. Vacancy of Posts :**

Sl. No.	Posts called for	No. of Vacancy
1.	Office Assistant / Clerk	<b>01</b>
2.	Receptionist cum Data Entry Operator ( Typist )	<b>01</b>

3.	Office Peon ( Munshi / Attendant	<b>01</b>
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The qualification 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	Minimum qualification	Salary
01	Office Assistant / Clerk	01	<ul style="list-style-type: none"> <li>Any Graduation</li> <li>Basic word processing skills and the ability operate computer and skills to feed date.</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>	Rs. 15,202 ( as per minimum wages fixed by Labour Department Government of Karnataka )

**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</li> </ul>
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		<p>Legal Aided cases on NALSA portal and digital platforms as per directions</p> <ul style="list-style-type: none"> <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 Counsels .</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>

TERM	The selection Is purely on temporary basis initially for a period of 06 Months with a stipulation of extension subject to satisfactory performance.
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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, Bengaluru Rural district, Bengaluru, city civil Court Complex,2nd floor Bengaluru**, on or before 5.00 PM on **06.12.2023**.

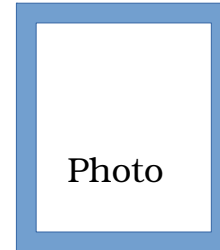
Applications received beyond the date so fixed will be rejected.

**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.**

Sd/-  
( Sri. M L Raghunath )  
Principal District & Sessions Judge &  
Chairman, District Legal Services  
Authority Bengaluru Rural District,  
Bengaluru.

**APPLICATION FOR THE POST OF OFFICE Assistant / CLERK,  
RECEPTIONIST – cum – DATA ENTRY OPERATOR, DALAYATH in  
Legal Aid Defense Counsel Office, Bengaluru Rural District,  
Bengaluru.**

**Name of the District :**



<b>Name of the Applicant</b>	
<b>Name of the his / her Father / Husband</b>	
<b>Date of Birth and Age</b>	
<b>Gender</b>	
<b>Postal Address</b>	
<b>Educational Qualification</b>	
<b>Mobile No.</b>	
<b>Email ID</b>	

Place:

Date:

Applicant Signature,