



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

NOTIFICATION

DLSA No. 08 /2024

Dated : 25.09.2024

**INVITING APPLICATIONS FOR THE TEMPORARY POSTS OF
OFFICE ASSISTANT / CLERK / TYPIST AND OFFICE PEON IN
THE
“LEGAL AID DEFENSE COUNSEL OFFICE BENGALURU RURAL
DISTRICT, BENGALURU”**

LAST DATE FOR RECEIPT OF APPLICATIONS: 03.10.2024

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 on temporary basis.

1. Vacancy of Posts :

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

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	02	<ul style="list-style-type: none"> • Any Graduation • Basic word processing skills and the ability operate computer and skills to feed date. • Good typing speed with proper setting of petition. • 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	02	<ul style="list-style-type: none"> • SSLC Passed from recognized institution. 	As per legal aid defense counsel modified Scheme - 2022
03				

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 Counsels . • Any Work / Duty assigned by Legal Services Authority . • All duties assigned to receptionist cum Data Entry Operator
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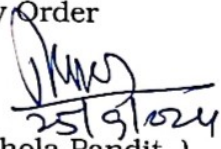
02	Office Peon	<ul style="list-style-type: none"> • General Work of peon. • Cleaning the office before the commencement of office hours. • Ensuring that all places in the office are kept clean. • Bringing and serving water, beverages to the visitors in the office. • Carrying dak, miscellaneous work etc. • Any other work assigned by Legal Services Authority.

Terms and Conditions	The selection Is purely on temporary basis initially for a period of 06 Months with a stipulation of extension subject to satisfactory performance.
	The Mode of selection for the post of Office Assistant / Clerk is by conducting typing test followed by interview and Written test for the post of Peon followed by interview.

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 03.10.2024.**

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

 25/9/24
 (Bhola Pandit)
 Member Secretary
 District Legal Services Authority
 Bengaluru Rural District, Bengaluru.

APPLICATION FOR THE POST OF **OFFICE ASSISTANT/CLERK, OFFICE PEON**
IN LEGAL AID DEFENSE COUNSEL OFFICE.

Name of the District:

Post applied :



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 :	:	
	• Mobile No.	:	
	• Telephone No.	:	
	• 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