

OFFICE OF THE DISTRICT LEGAL SERVICES AUTHORITY, KOLKATA
2 & 3, Kiran Sankar Roy Road, Kolkata – 01.

Selection and engagement of Human Resource in office of the Legal Aid Defense Counsel System, Kolkata Under the Legal Aid Defense counsel System (LADCS) Scheme, 20222 (Modified) – reg.

Two staffs (one Office Assistant / Clerks-Cum-Receptionist –Cum Data Entry Operator (Typist) and one office peon (Munshi /Attendant)will be recruited for the office of LADCS purely on contractual and monthly honorarium basis initially for the period of one year and further extension for one year after satisfactory performance, under the supervision of State Legal Services Authority, West Bengal. Details of posts are as under.

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.

Name of contractual posts for LADCS	No. of Posts	Monthly Honorarium (Rs.)	Qualification	Age as on 01.01.2024
Office Assistance /Clerks-cum-Receptionist-cum-Data Entry Operator (Typist)	01	Rs.18,000.00	1. Graduation. 2. Basic word process skills and ability to operate computer. 3. Typing Speed 40 WPM. 4. Ability to take dictation and enter data. 5. File maintenance and processing knowledge. 6. Excellent verbal and written communication skills. 7. Word processing abilities and 8. The ability to work on telecommunication system (Telephones, Xerox machine) switch board etc.	18 – 40 years (Age relaxation as per Rules of the Govt. of West Bengal.
Office Peon (Munshi /Attendant)	01	Rs.13,750.00	Matriculation or equivalent.	

For any doubt or queries, please contact the office of District Legal Services Authority, Kolkata.

Address : City Civil Court Building (8th Floor),
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