



**OFFICE OF THE SECRETARY DISTRICT LEGAL SERVICES AUTHORITY KARGIL**

**[Dlsakargil99@gmail.com](mailto:Dlsakargil99@gmail.com)**

**Advertisement for selection of one Office Assistant/ Clerk and one Office Peon in the office of LADC Kargil under NALSA LADC Modified Scheme 2022 in District Kargil.**

**Notification**

**No: 02/DLSA- Kgl/2025**

**Dated:08.04.2025**

**Ref: Letter No. LLSA/LS/04/2023/58 of Member Secretary, LLSA. Dated: 24.02.2025.**

As per the direction of the Ladakh Legal Services Authority, The DLSA Kargil is inviting applications from the eligible candidates for the following post in the office of LADC, District Kargil, under the National Legal Services Authority Legal Aid Defense Counsel Modified Scheme -2022. The following post shall be filled by DLSA Kargil, **purely on temporarily basis initially for a period of 06 months with a stipulation of extension subject to satisfactory performance.**

**Vacancy Details**

| S.No | Name of the Post       | No of Post | Minimum Qualification   | Salary  |
|------|------------------------|------------|---|---|
| 01   | Office Assistant/Clerk | One        | <ul style="list-style-type: none"><li>• Graduation from any recognised university under UGC.</li><li>• Basic word processing skills and ability to operate computer and skills to feed data.</li><li>• Good typing skills with proper page settings.</li><li>• Ability to take dictation and prepare files for presentation in the courts.</li><li>• File maintenance and processing knowledge.</li></ul> | As per Legal Aid Defense Counsel Modified Scheme - 2022 |
| 02   | Office Peon            | One        | <ul style="list-style-type: none"><li>• Matriculate from recognized institution.</li></ul>  | As per Legal Aid Defense Counsel Modified Scheme- 2022  |

**Note:** The monthly salary shall be fixed as per the Class C Population category mentioned in Paragraph 12 of the said scheme and further the monthly salary of the office assistant/clerk and peon shall not be less than the minimum wages prescribed for such categories by the Administration of UT Ladakh, vide S.O.117 of 2022 under the Minimum Wages Act, 1948.

**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 Aid Cases.</li><li>• Uploading the updated /progress of the legal aided 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 work assigned by the Deputy 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 | 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>  |

**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 the recommendation of the Secretary, DLSA or on the directions by Ladakh LLSA in writing:

- i. He /She substantially breaches any duty or service required in the office, or
- ii. Seeks or accepts any pecuniary gains or gratification in cash or kind from legal aid seekers or beneficiary or his friend or relative , or or
- iii. Charged or Convicted for any offence by any court of law, or
- iv. Indulges in any type of political activities, or
- v. Found incapable of rendering professional services of the required standards, or
- vi. Failure to attend training programmes without any sufficient cause, or
- vii. Indulges in activities prejudicial to the working of legal aid defense counsel office, or
- viii. Uses his/ her position in legal aid defense counsel office to secure un warranted privileges or advantages for him/herself or others, or
- ix. Acts in breach of code of ethics, or
- x. Remains absent without leave for more than two weeks , or
- xi. If services are found unsatisfactory during the six- monthly performances review by the SLSA or DLSA.

## 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 form LLSA. The selection committee shall be chaired by Principal District and Sessions Judge, Kargil (Chairman DLSA) and committee shall also consist of two senior most judicial officer.

| STEPS  | DATE   |
|--|--|
| Publication of notification  | 08.04.2025   |
| Last Date of receipt of applications.  | 16.04.2025 ( 4:30 PM)                                |
| Scrutiny of applications by Secretary, DLSA and submission of list of candidates before Chairperson of Selection Committee.  | 18.04.2025   |
| Typing Test and Interview of candidates for the post of Office Assistant/Clerk   | 22 <sup>nd</sup> and 23 <sup>rd</sup> of April, 2025 |
| Interview of candidates for the post of Peon.  | 24 <sup>th</sup> of April, 2025                      |
| Submission of list of successful candidates in the order of merit and waiting list of two candidates to LLSA for approval of the Hon'ble Executive Chairman, LLSA. | 25 <sup>th</sup> of April, 2025.                     |

**Secretary**  
**District Legal Services Authority**  
**Kargil**

**No:222-227/DLSA-Kgl/2025**

**Dated: 08.04.2025**

**Copy forwarded for information and necessary action towards publication of this notification:**

1. Worthy Member Secretary, Ladakh Legal Services Authority.
2. Worthy Chairman, District Legal services Authority, Kargil.
3. System Officer for uploading the notification on the District Court Website.
4. Asstt. Director Information, Kargil for wide publicity through print and electronic media.
5. AIR Kargil for broadcasting in local news.
6. DDK Kargil for broadcasting in local news.
7. Notice board of the District Court Premises

**Secretary**  
**District Legal Services Authority**  
**Kargil**

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

Photo with  
signature of the  
candidate

POST APPLIED:

|    |   |                               |                           |                       |
|----|---|-------------------------------|---------------------------|-----------------------|
| 1  | Applicants Name   |                               |                           |                       |
| 2  | Fathers/ Husbands Name  |                               |                           |                       |
| 3  | Date of Birth ( Please enclose Self attested supporting documents)  |                               |                           |                       |
| 4  | Age (as on 1.04.2025)   |                               |                           |                       |
| 5  | Gender Male/female/Transgender  |                               |                           |                       |
| 6  | Nationality   |                               |                           |                       |
| 7  | Whether belongs to ST or other category (Please enclose Self attested supporting documents))  |                               |                           |                       |
| 8  | Residential Address   |                               |                           |                       |
| 9  | Contact Details   |                               |                           |                       |
|    | a. Mobile Number  |                               |                           |                       |
|    | b. E Mail ID  |                               |                           |                       |
| 10 | PAN No.   |                               |                           |                       |
| 11 | ADHAR No.   |                               |                           |                       |
| 12 | Marital Status  |                               | Married ( ) Unmarried ( ) |                       |
| 13 | Educational Qualification (please enclose self attested copies of documents)  |                               |                           |                       |
|    | Educational Qualification   | Name of the Board/ University | Year of passing           | Obtained Percentage . |
|    | Matriculate   |                               |                           |                       |
|    | 12 <sup>th</sup> Class  |                               |                           |                       |
|    | Graduation  |                               |                           |                       |
|    | Any other qualification if any  |                               |                           |                       |
|    | Typing Education  |                               |                           |                       |
|    | Computer Education  |                               |                           |                       |
| 14 | Whether the applicant has ever been debarred/ disqualified or found ineligible for candidature in any examination process of any public services conducted by any Public Authority? If so, furnish details. |                               |                           |                       |
| 15 | Whether he/she is compulsorily retired, removed or dismissed from any services in   |                               |                           |                       |

|    |  |  |
|----|--|--|
|    | Government/ Statutory Body/ Local Authority?<br>If so, furnish details.  |  |
| 16 | Whether the applicant is ever prosecuted or convicted and sentenced to in any criminal case or whether appearing before any criminal court in respect of any criminal cases / FIR pending against? If so, furnish details regarding the same .                         |  |
| 17 | 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 do hereby declare that 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 the and understood the instructions and terms of engagement and agree to abide by those. I declare that I fulfil 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 DLSA Kargil.

Date:

Place:

Signature of Applicant