

Sub: Calling application for the following Post/s on Contract basis.  
Ref : KSLSA: Letter No: 31/LADCS-Human Resources/2023 dt: 17.11.2023

It is hereby Notified that under the rules stated supra in the reference and subject. District Legal Services Authority, Mandya invites applications in the prescribed proforma (enclosed there of ) from the eligible candidates for the Post/s of

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

The last date fixed for registering/submitting the application is **01.12.2023** and the applicants will have to submit their Applications in the prescribed **PROFORMA ( Enclosed separately) on or before 5.30 P.M. of 01.12.2023** before the Member Secretary District Legal Services Authority, Mandya , New building of District Legal Services Authority (ADR) , Mandya , during office hours only.

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 qualifications	Salary
01	Office Assistants/ Clerks	01	<ol style="list-style-type: none"> <li>1. Any Graduation</li> <li>2. Basic word processing skills and the ability to operate computer and skills to feed data.</li> <li>3. Good typing speed with proper setting of petition.</li> <li>4. Ability to take dictation and prepare files for presentaion in the Courts.</li> <li>5. File maintenance and processing knowledge.</li> </ol>	<b>Rs 19,000 /-</b>  (As per Legal Aid Defense Counsel Modified Scheme-2022)
02	Receptionist cump -Data Entry	01	<ol style="list-style-type: none"> <li>1. Any Graduation.</li> <li>2. Excellent verbal and written communication skills.</li> </ol>	<b>Rs 17,271 /-</b> (as per Minimum

	Operator (Typist)		<p>3. Word and data processing abilities.</p> <p>4. The ability to work tele communication systems (telephones, fax machines, switch boards etc)</p> <p>5. Proficiency with good typing speed.</p>	Wages fixed by Labour Department Government of Karnataka )
03	Office peon	01	SSLC pass	<p><b>Rs 15,202 /-</b></p> <p>(as per Minimum Wages fixed by Labour Department Government of Karnataka )</p>

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The Selection is purely on temporary basis initially for a period of **06 months** with a stipulation of extension subject to satisfactory performance.

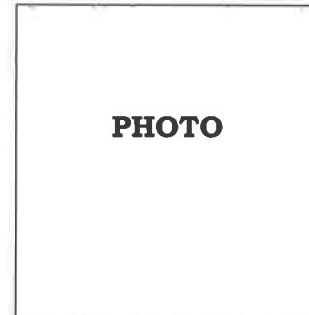
By the Orders of Hon'ble  
Principal District and Sessions Judge  
and Chairman, DLSA, Mandya

Sd/-

Senior Civil Judge & Member Secreatry  
District Legal Services Authority, Mandya.

**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