

Sub: Calling application for the following Post/s on Contract basis.
Ref : KSLSA: Letter No: 31/LADCS-Human Resources/2024-
Dated: 08.10.2025.

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/Clerks-02
2. Data Entry Operators.-01

The last date fixed for registering/submitting the application is **25.10.2025** and the applicants will have to submit their Applications in the prescribed **PROFORMA (Enclosed separately) on or before 5.00 P.M. of 25.10.2025** 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	02	1. Graduation from any recognized University under UGC. 2. Basic word processing skills and the ability to operate computer and skills to feed data. 3. Good typing skill with proper page settings. 4. Ability to take dictation and prepare files for presentation in the Courts. 5. File maintenance and processing knowledge.	As per Legal Aid Defense Counsel Modified Scheme-2022
02	Data Entry Operators	01	1. Graduation from any recognized University Under UGC.	As per Legal Aid Defense Counsel

			2. Excellent verbal and written communication skills 3. Word and data processing abilities 4. The ability to work telecommunication system (telephones, fax machine, switchboards etc. 5. Proficiency with good typing speed.	Modified Scheme-2022
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TERM

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
Chairman,
District Legal Services Authority, Mandya
Principal District and Sessions Judge,
Mandya.

Sd /-
(Sri. Ananda M.)
Senior civil judge & Member Secretary
District Legal Services Authority, Mandya.

Copy Submitted to:-

1. All the courts of Mandya Unit, with a request to put up on the notice board of respective courts.
2. The President, Advocate Bar Association, Mandya/Malavalli/ Maddur/ Pandavapura/ K.R.Pete/ S.R.Patna/ Nagamangala with a request to circulate through the Advocate Members of Bar Association.
3. The Taluk Legal Services Committe Malavalli/ Maddur/ Pandavapura/ K.R.Pete/ S.R.Patna/Nagamangala with a request to put up on the notice board of respective courts.
4. Senior Assistant Director, information and public relation, Mandya.
5. Notice Board of D.C.office, Mandya.

6. Notice Board of DLSA office, Mandya.
7. Notice Board of Taluk Office , Mandya.
8. Notice Board of Social Welfare Department, Mandya.
9. Website of District Court, Mandya.
10. Office copy.

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

Name of the District:

Post Applied :

**PHOTO WITH
SIGNATURE**

1	Applicant's Name	:	
2	Father/Husband's Name	:	
3	Date of Birth	:	
4	Age (as on 01.10.2025)	:	
5	Gender Male/Female/Transgender	:	
6	Nationality	:	
7	Caste /Category/Community	:	
8	Religion	:	
9	Mother Tongue	:	
10	Languages Known	:	
1	Residential Address	:	
12	Contact Details :	:	
	a. Mobile No.	:	
	b. Telephone No.	:	
	c. E-mail ID	:	
13	PAN No.	:	
14	AADHAR No.	:	

15	Marital Status	:	Married ☐ Unmarried ☐	
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