

DISTRICT LEGAL SERVICES AUTHORITY, CHIKKAMAGALURU
A.D.R. Building, Court Complex, Chikkamagaluru.

DLSA, NOTIFICATION No. 03/2024, Dated:25.09.2024.

Sub: Calling application for Office Assistant / Clerk and Office Peon on
Contract Basis.

It is hereby Notified that under the Rules Stated supra in the reference and subject, District Legal Services Authority, Chikkamagaluru invites applications in the prescribed proforma (Enclosed thereof) from the eligible candidates for the post/s of Office Assistant/clerk -2 (Two Posts), Office Peon/ Munshi /Attendant -2 (Two Posts) on purely contract basis for a period of Six Months.

The Last date fixed for submitting the applications is on 03.10.2024 and the applicants will have to submit their applications in the prescribed proforma (Enclosed Separately) on or before 5.30 p.m. of 03.10.2024. before the Member Secretary, District Legal Services Authority, Chikkamagaluru, A.D.R. Building, Court Complex, Chikkamagaluru during office hours only.

The applications have been called to fill up the following Post/s purely on contract basis for a period of Six Months on monthly salary. On Satisfactory services of Six months, the services can be extended further period on contract basis only.

Sl. No.	Name of the Post	No. of post required	Minimum qualification	Salary
1	Office Assistant/ Clerks	02	<ul style="list-style-type: none"> • Any Graduation. • Basic word processing skills and the ability to operate computer and skills to feed data. • 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. 	Rs.19,695-00 (As per Legal Aid Defense counsel Modified scheme - 2022)
3	Peon (Munshi/ Attendant)	02	<ul style="list-style-type: none"> • S.S.L.C. Pass 	Rs. 15,884-00 (as per Minimum Wages fixed by Labour Department Government of Karnataka)

Note: The above table is illustrative only. The monthly salary will be fixed by KLSLA as per the direction of NALSA in due course.

Work Profiles

1. Office Assistant/ Clerks:

- 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 bail applications, petitions. Etc.,
- Doing ministerial work related to cases such as filing applications for copies or orders, judgment etc.,
- Any other task assigned by the Chief Legal Aid defense Counsel.
- Any work/ duty assigned by Legal Services Authority.
- All duties assigned to Receptionist cum Data Entry Operator.

2. Peon (Munshi/ Attendant):

- 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 District Legal Services Authority,

Note: Reasonable, Relaxation of qualification will be given with the approval of Hon'ble Chairman, D.L.S.A., Chikkamagaluru.

- Persons involved in any Criminal or Civil Cases are not eligible.

Terms/ Termination of Services:

The above posts are purely contract basis for the period of Six (6) months and the services of the said staff/ appointees to the above post can be terminated at any time without prior notice.

By the Order of Hon'ble
C/c Prl. District and Sessions Judge,
And Chairman, D.L.S.A.,
Chikkamagaluru.

Sd/-

Sr. Civil Judge and
Member Secretary, D.L.S.A.,
Chikkamagaluru.

Copy Submitted to:

1. All Courts of Chikkamagaluru (Put up on the Notice Board of respective courts)
2. Notice Board of D.L.S.A., Chikkamagaluru.
3. Office Copy.

APPLICATION FOR THE POST OF **OFFICE ASSISTANT/CLERK,**
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 01.09.2024)	:	
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 :	:	
	a. Mobile No.	:	
	b. Telephone No.	:	
	c. 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