

ADVERTISEMENT OF RECRUITMENT ON CONTRACT BASIS

Office Address : Room No.04. District & Sessions Court, Fort Area
Moti Daman, Daman (U.T.) 396 220

State Legal Services Authority Daman-Diu intent to hold walk in interview to select the one post of Office Assistant/Clerk, one post of Receptionist-cum-Data Entry Operator and one post of Peon/Attendant in the office of Chief Legal Aid Defense Counsel under the scheme of National Legal Services Authority, New Delhi namely, Legal Aid Defense Counsel Scheme at Daman on **purely contract basis for the period of 11 months at SLSA, District Court Campus, Daman on 13th August, 2024**

2 (A) Qualifications for Office Assistant/Clerk:

- Educational Qualification: Graduation.
- Basic word processing skills and the ability to operate computer.
- Typing with speed 40 W.P.M.
- Ability to take dictation and entering data.
- File maintenance and processing knowledge.

(B) Qualifications for Receptionist-cum-Data Entry Operator :

- Educational Qualification: Graduation.
- Excellent Verbal and Written communication skills
- Word processing abilities
- The ability to work telecommunication systems
- (telephones, fax machines, switchboards etc)

(C) Qualifications for Peon/Attendant:

- Educational Qualification : At least pass the 7th Standard.
- Knowledge of Gujarati and Hindi language.

NOTE: Eligible candidate whoever having experience will be given preference

3. (A) Work Profiles for Office Assistant/Clerk :

- 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 applications, petitions, appeals etc.,
- Doing ministerial work related to cases such as filing applications for copies of orders, judgement 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 as per the Legal Aid Defense Counsel Scheme.

(B) Work Profiles for Receptionist-cum-Data Entry Operator :

- Greeting clients and visitors and answering visitor inquiries
- Answering and routing incoming calls on a multi-line telephone system.
- Scheduling and routing legal aid seekers.
- Maintaining the waiting area, lobby or other office areas.
- Scanning, Photocopying, faxing.
- Collecting and routing mail and hand-delivered packages.
- Answering face-to-face enquiries and providing information when required.
- Uploading, at the initial point, legal aided cases on NALSA portal & other platforms and updating the information from time to time.
- Any work/duly assigned by Legal Services Authority.

(C) Work Profiles for Peon/Attendant:

- General work of MTS, Munshi or 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, misc. work etc.
- Any other work assigned by Legal Services Authority.

4. Honorarium/Salary:

Office Assistant/Clerk	Rs.15,000/- p.m.
Receptionist-cum-Data Entry Operator	Rs.12,000/- p.m.
Peon/Attendant	Rs.10,000/- p.m.

5. 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 following cases by the Chairman, DLSA on the recommendation of the Secretary DLSA or on directions by SLSA 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 the legal aid seekers or beneficiary or his friend or relative, 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. Using his/her position in Legal Aid Defense Counsel Office to secure unwarranted 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 performance review by the SLSA or DLSA.

6. Code of Ethics:

Personnel engaged in the office of Legal Aid Defense Counsel shall observe the following code of ethics:

- i. No person shall act in any matter in which he/she has a direct or indirect personal or financial interest.
- ii. No personnel shall willfully disclose or use, whether or not for the purpose of pecuniary gain, any information that he/she obtained, received or acquired during the fulfillment of his/her official duties and which is not available to members of the general public.
- iii. No personnel within the office of Legal Aid Defense Counsel shall make use of his/her office or employment for the purpose of promoting or advertising any outside activity.
- iv. No personnel within the office of Legal Aid Defense Counsel shall engage in any outside activity or act as an independent practitioner.
- v. No personnel within the office of Legal Aid Defense Counsel shall solicit, agree to accept or accept, whether directly or indirectly,

any gift, favour, service, or other things of value under circumstances from which it might be reasonably inferred that such gift, service, or other things of value was given or offered for the purpose of influencing him/her in, or rewarding him/her for, the discharge of his/her official duties.

- vi. Every Personnel of the office of Legal Aid Defense Counsel shall strive to preserve the public's confidence in the office's fair and impartial execution of its duties and responsibilities.

7. Entitlement to Leave:

- Office Assistant/Clerk, Receptionist-cum-Data Entry Operator and Peon/Attendant shall be eligible for 12 days' leave in a calendar year on pro-rata basis
- No remuneration for the period of absence in excess of the admissible leave will be paid to the human resource of Legal Aid Defense Counsel Office.
- Un-availed leave shall neither be carried forward to next year nor encashed.

8. General Instructions:

1. No person shall be eligible for appointment for aforesaid posts:
 - i. If he/she is not a citizen of India;
 - ii. If he/she is compulsorily retired, removed or dismissed from Judicial Service or from service in Government or Statutory or Local Authority or failed to complete probation period in Judicial Service on any post, or in Government or Statutory or Local Authority; or
 - iii. If he/she has been convicted for an offence involving moral turpitude. or, he/she is or has been permanently debarred or disqualified by the High Court or the Union Public Service Commission or any State Public Service Commission for appearing for examination or selection conducted by it; or
 - iv. If he/she directly or indirectly influences the 'Selection Committee' by any means for his/her candidature.
 - v. If he is a man, he has more than one wife living and if a woman has married a man already having another wife; or
2. The candidate shall not be eligible to apply for the post more than one at a time. In such case his/her application will be considered only for highest post for which he/she will be found eligible.
3. **The eligible candidate shall remain present on 13/08/2024 between 10:30 a.m. and 12:30 p.m. with**

original documents related to there age, qualification with one set of attested photo copies of it and recent passport size photograph along with updated bio-data. etc, in the Office of Ad-hoc Member Secretary, State Legal Service Authority, Daman and Diu, District Court Daman campus, Fort Area, Daman.

4. The decision of the State Legal Services Authority Daman- Diu to the eligibility or otherwise of a candidate for admission to the Interview/viva-voce shall be final.
5. Candidate shall bring along with them identify proof such as PAN Card, Aadhar Card, Driving license. Election voting ID etc.
6. The interview of the shortlisted eligible candidates for the one post of Office Assistant/Clerk, one post of Receptionist-cum-Data Entry Operator and one post of Peon/Attendant, State Legal Services Authority Daman- Diu will **be held on the same day i.e.13/08/2024 after to 2:00 p.m. or as per the decision of SLSA, Daman.**
7. The candidates have to appear for verification of documents and interview/viva-voce at their own cost and shall not be entitled to claim of traveling allowance or any expenses from the office of the State Legal Services Authority Daman- Diu.
8. The selected candidate will not be appointed unless he or she is found to be of good character and is in all respects suitable for appointment to the service.
9. If any of the particulars furnished be found to be false to the knowledge of the Committee, he/she will not be allowed to participate in the selection process, and if appointed, will be liable to be dismissed. The willful suppression of any material fact will be treated similarly.
10. The selection will be made strictly on merit on the basis of the marks secured by the candidates in their interview. But the preference will be given to the experience candidate.
11. Success in the interview shall confer no right of appointment upon the candidate and unless the Daman & Diu, State Legal Services Authority is satisfied, after such inquiry as may be considered necessary, that the candidate is suitable in all respects for appointment.

12. It hereby inform that in case of any query, candidate may contact to SLSA, Daman on office No. 260 2230087 / Mob. No. +91 9427357426 during office hours. All the term and condition of Legal Aid Defence Counsel Scheme 2022 will have to be followed.

Note: In case of any case of any discrepancy, please refer to approved scheme by NALSA.

By Order,

Members Secretary,
State Legal Services Authority,
Daman -Diu